

Child Care Opportunity Fund Program Coordinator

OVERVIEW

The Women's Business Development Council (WBDC) is seeking a passionate and detail-orientated Child Care Opportunity Fund Program Coordinator to support WBDC's Child Care Business Opportunity Fund programs focused on investing and strengthening child care businesses across Connecticut.

This position reports to the Child Care Opportunity Fund Program Lead, supporting the administration and delivery of WBDC's Child Care Business Opportunity Fund programs. This role provides support throughout the grant cycles. This role works closely with child care providers, community partners, and internal teams to ensure that grant opportunities and business support services are accessed equitably and impactfully by child care businesses across Connecticut.

More information on the Child Care Business Opportunity Fund can be found on our website: [Child Care Business Opportunity Fund](#)

WBDC is currently operating in a hybrid model, with staff expected to be in the office 2 days per week, on Tuesdays and Thursdays. This role will be based in WBDC's Stamford office and will support our work across the state. This role supports providers statewide and will require travel to WBDC's other offices and throughout Connecticut. The compensation is \$42,000 - \$47,000, plus benefits.

DUTIES AND RESPONSIBILITIES

- Assist with the development and implementation of WBDC's Child Care Business Opportunity Fund grant programs, including Start-Up Grants, Expansion Grants, Emergency Facilities Grants, Technology Grants, Program Operations Grants, and future funding opportunities.
- Support and coordinate the full grant life cycle, including the tracking of applications, awardees, delivery of funds, efficient screening of applications by review committees, and follow up with all applicants
- Execute grant programs through Zengine (Submittable) grant software, including application build, review processes, and managing application data
- Track and provide reports on operational metrics through analysis of program data, gaps, and impact surveys (in conjunction with Impact Team), and present to Senior Management and key stakeholders
- Organize and facilitate information sessions with clients on the Opportunity Fund grant programs
- Work with the Marketing team on communications and events to promote the Opportunity Fund and its recipients
- Serve as a member of the Programs Team, collaborating with regional Program Managers, Business Advisors, Impact Team, Child Care Team and others



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- Serve as the primary point of contact for early childhood businesses applying for grant opportunities, communicating with clients, staff, stakeholders, and internal teams via phone and email
- Represent and assist at WBDC programs and events
- Represent WBDC at partner events and meetings
- Other duties as assigned

QUALIFICATIONS

- Minimum 1-2 years professional experience, with proven results in program and project management, and customer service
- Experience working with early childhood programs, or small business support initiatives preferred
- Undergraduate degree in business or related field, or an equivalent combination of education and experience in lieu of a degree
- Excellent organizational, communication, problem-solving, and decision-making skills, with acute attention to detail
- Proven stakeholder management skills
- Strong client service skills, with the ability to build trust and effectively support a diverse population of small business owners in the child care sector
- Passion for supporting women entrepreneurs and small business owners
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint
- Experience with Zengine, or similar grants management software, a plus
- Experience working with small business owners/entrepreneurs a plus
- Fluency in English required, and Spanish strongly preferred
- Must have own reliable transportation as this position requires travel between locations

ABOUT US

Headquartered in Stamford with regional offices in Hartford, Waterbury and New London, the Women's Business Development Council (WBDC) is the statewide leader of entrepreneurial education for women. WBDC's mission is to support economic prosperity for women and strengthen communities through entrepreneurial and financial education services that create and grow sustainable jobs and businesses across Connecticut. WBDC educates, motivates and empowers women to achieve economic independence and self-sufficiency. Since 1997, WBDC has educated and trained nearly 21,400 clients in all of Connecticut's 169 towns—helping women to launch, sustain and scale over 16,000 businesses, create and maintain 40,000 jobs in Connecticut, and access more than \$83 million in capital. Visit ctwbdc.org for more information.

WBDC offers a competitive benefit package including health, dental, vision, and life insurance, a retirement plan, paid time off, and holidays, in a supportive working environment.

Applicants must be authorized to work for any employer in the U.S. We are unable to sponsor H-1B or other employment-based sponsorships.



Women's Business Development Council

HOW WE OPERATE

We are a team of 40 talented individuals who collectively deliver outstanding results through a high level of passion and commitment.

Please apply if you:

- Possess an *Entrepreneurial Mindset* – creative, motivated, enthusiastic, and energetic
- Are highly detailed and demonstrate a strong sense of urgency in setting and meeting deadlines
- Can multi-task and manage multiple priorities effectively
- Thrive in a fast-paced environment, and are comfortable with change
- Take initiative, and are willing to go above and beyond to achieve results
- Can work independently, and see the big picture while working in the day-to-day
- Prosper in a culture of teamwork and growth, and value collaboration

HOW TO APPLY

Interested candidates should email their cover letter and resume to resumes@ctwbdc.org. Please list WBDC CHILD CARE OPPORTUNITY FUND PROGRAM COORDINATOR in the e-mail subject line. No phone inquiries.

DISCLAIMER

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

WBDC, INC. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

WBDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We welcome qualified applicants to receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.