Building Bright Futures | Regional Manager

About Building Bright Futures

Building Bright Futures is a Vermont nonprofit working to improve the well-being of each and every child in the state, from the prenatal period to age 8, and their family. BBF convenes a network of policymakers, early childhood professionals, educators, health and mental health providers, business leaders, families, and other partners through Regional Councils, state-level committees advancing Vermont's Early Childhood Strategic Plan 2030, and a 23-member State Advisory Council. BBF centers family and community voices in decision-making and collects and shares early childhood data to inform policy and public understanding.

Position Summary

The Regional Manager serves as an ambassador for the mission, vision, and work of the BBF Network, with a central focus on advocating for equity-centered, data-informed policy and systems change on behalf of Vermont's children and families. This person convenes the Regional Council in Chittenden and the combined Regional Council of Franklin and Grand Isle. They maintain diverse connections across these regions to identify what is and is not working for children, families, and community partners, with particular attention to the experiences of historically marginalized and under-represented populations.

The Regional Manager works closely with community partners to advise decision-makers on needed policy and system change from both the regional and statewide perspective. They ensure that regional priorities and data inform state-level decision making, and they bring statewide strategy back to the region. The Regional Manager joins a team of five Regional Managers and works closely with BBF's Data and Policy Team and Regional Council partners.

- **Reports to:** Deputy Director (no supervisory responsibilities)
- **Status:** Full-time, exempt
- **Location:** Hybrid, with regular travel within the region. The office in Williston is optional but available to interested staff.

Key Responsibilities

Council Convening and Operations

- Convene and strengthen Regional Council operations in the Chittenden, Franklin, and Grand Isle regions
- Convene each Regional Council 6–8 times a year, with clear outcomes, agendas, and facilitation techniques that center the experiences and needs of marginalized communities
- Cultivate a culture that examines policies, structures, and decision-making processes that affect equitable outcomes for children and families, respectfully naming gaps and things that are not working in the system to support collaborative problem-solving
- Organize targeted gatherings to collect data and advise on particular topics, including Act 76 child care conversations and informal focus groups, legislative forums, and regional representation at BBF's Strategic Plan Summit
- Communicate consistently with Council members by email, phone, and in person about regional and statewide policy developments and programmatic challenges or gaps
- Manage BBF resources dedicated to leveraging connections and meeting regional needs through the Vermont Early Childhood Fund and Council budgets (estimated $1,000 to $4,000), in compliance with the funding source and prioritizing regional partnerships and communities with the greatest need

Policy Advisement and Monitoring

- Align all Regional Council activities, including meeting topics, priorities, and funding, with Vermont's Early Childhood Strategic Plan 2030
- Support BBF in monitoring the Strategic Plan by gathering insights from families and community partners on progress and barriers, and by documenting policy-relevant gaps and needs in the region
- Prioritize the voices of those most impacted and work with the Data and Policy Team to translate these into actionable input for state-level policy advisement, including creative support for partners facing barriers to bringing their experiences to decision-making tables
- Design meetings with a clear purpose, use monitoring questions, document distinct issues and evidence, and submit Issue Logs promptly to report what you are hearing
- Serve as the liaison between regional and state teams, discerning the urgency of regional gaps or challenges that may warrant a rapid response, affect long-term goals, or carry political sensitivity
- Model how to use data in Council meetings to inform discussion, build understanding of the system, and identify data gaps
- Communicate actively with the BBF team to align efforts across the Network through internal meetings, Slack, and other tools

Family and Community Engagement

- Consider which voices are present and who needs targeted engagement. Use culturally responsive outreach to connect with families and community members who may not engage through conventional channels, partnering with trusted local organizations and community leaders
- Connect with families as leaders and community partners to learn how the system could work better for them, listen intentionally, and elevate their experiences and specific challenges. Use BBF's resources for stipends and supports for family leaders' time

- Build trusting relationships and serve as a dependable partner in advancing shared policy goals
- Serve as a liaison and resource on early childhood systems for local State Legislators and legislative candidates
- Help ensure regional feedback loops are transparent, showing families, communities, and partners how their input informs policy decisions and system change

Branding, Communications, and Fund Development

- Serve as an ambassador for the mission, vision, and work of BBF, modeling inclusive, equity-centered leadership and ensuring consistent brand and organizational identity in the field
- Support BBF's fund development campaigns as a liaison to the regions
- Use consistent branding and messaging in communications about BBF (emails, agendas, notes, flyers), with review by a communications team member before distribution

Qualifications

Required

- Knowledge of public systems serving children and families, with experience in community engagement or organizing, facilitation, or policy analysis
- Excellent public speaking, facilitation, and written communication skills
- Strong interpersonal skills and experience convening diverse stakeholders and under-represented populations to build trusting, collaborative relationships
- Ability to work as part of a fast-paced, integrated team: prioritize, communicate with your supervisor and teammates, take initiative, and use self-directed problem-solving and judgment about urgency
- Commitment to social justice, racial equity, and systems-change work, and an understanding of how inequities shape outcomes for children and families

Preferred

- Bachelor's degree or 5 years of relevant professional experience in public health, human services, community organizing, family and community engagement, social policy, or a related field
- Basic understanding of data literacy and analysis to support decision-making
- Comfort with technology that supports collaborative and virtual work, including Google Suite, Slack, and Zoom
- A resident of Chittenden, Franklin, or Grand Isle county

We encourage candidates from all backgrounds to apply, including those whose experience does not match every qualification listed.

Compensation, Benefits, and How to Apply

Salary range: $64,000 to $80,000, based on experience

Benefits: Benefits include generous paid time off (including Fridays off from June through August), health insurance, dental and vision insurance, and retirement, including an employer match of 3%. BBF is a nonprofit employer, so this position may qualify for Public Service Loan Forgiveness.

To apply: Send a cover letter and resume to kmobbs@buildingbrightfutures.org with “Regional Manager” in the subject line. Applications will be reviewed on a rolling basis until the position is filled, with priority given to applications received by Monday, November 30.