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NYC
Child Care
Resource
& Referral
Consortium



Business Navigator Director, Child Care Resource Center (CCRC)

The Consortium

The NYC Child Care Resource Center (CCRC) Consortium (hereafter “the Consortium”) is the first and largest multilingual shared-leadership collaboration in the child care and family services field. We educate policymakers, train and support child care providers, and empower parents and caregivers to access quality child care.

The Child Development Support Corporation, the Chinese-American Planning Council, the Committee for Hispanic Children and Families, and the Day Care Council of New York are the four independent not-for-profit organizations that comprise the Consortium. Together, they provide comprehensive services to children, families, and child care providers across New York City’s five boroughs. Each organization brings unique expertise, including targeted efforts in Latino, Haitian, and Asian communities, outreach to employers and unions, participation in public policy advocacy, and a deep understanding of the complexities of the child care and early education systems in New York City.

The Business Navigator

Through the collaborative efforts of the Early Care & Learning Council (ECLC), the Child Care Resource Center (CCRC) network, and the Regional Economic Development Councils (REDCs), the **Business Navigator** connects businesses with child care services, helping them understand the needs of both employers and employees, navigate economic and logistical considerations, access tax benefits, and leverage valuable resources statewide.

The **Business Navigator** equips business leaders with key strategies to support caregivers and practical tools for implementation. New York State employers looking to develop a child care strategy tailored to their employees' needs—and maximize their return on investment—will find essential resources, case studies, and regional contacts to initiate or enhance their plans.

Description of Role

As the Consortium's Business Navigator Director, you will be responsible for building awareness of the toolkit and the solutions it offers to regional employers, as well as delivering CCRC support to employers in their implementation of new child care solutions.

While the position is housed at the Day Care Council of New York, the Business Navigator Consultant will also collaborate with the Consortium's four executive directors, CCRC Directors, Business Development Specialist, and other team members.

This is a consultant role and is structured as an independent contract. The consultant will not be entitled to employee benefits, including health insurance, paid time off, or retirement contributions. Compensation will be provided based on agreed-upon deliverables and timelines. The consultant is responsible for their own taxes and compliance with applicable labor laws.

This contract is contingent upon grant funding and will run from April 2025 to February 2026. Continuation beyond this period is subject to funding availability and program needs.

Responsibilities and Priorities

- Attend and participate in the following monthly meetings led by ECLC to support the successful growth of this project regionally:
 - One Community of Practice meeting.
 - One monthly status update meeting.
 - Two-three technical training sessions per month—topics to include: economic development, taxes and toolkit user-guide, outreach, and promotions.
- Conduct ongoing outreach to attract regional businesses within your REDC to implement child care solutions for their employees, as outlined in the Business Navigator Toolkit.
- Host a minimum of one Navigator roundtable per quarter.
- Attend a minimum of one local, regional, or state conference annually, to promote the toolkit and CCRC Business Navigator services.
- Track progress using provided tools to allow for running of data reports for your REDC region quarterly.
- Continue to strengthen CCRC relationship with regional REDC representatives—work collaboratively to promote the Business Navigator as a resource for regional employers.

- Continue to strengthen CCRC relationship with local and regional Chambers of Commerce, and/or other stakeholders, collaboratively to promote the Business Navigator as a resource for regional employers.
- Connect with applicable coalitions across your REDC region.
- Support and promote local employer participation in a survey of child care support practices.
- Continue to identify and spotlight local Child Care Champions within your REDC region.
- Identify key challenges and opportunities around child care in your region—share findings with partner CCRCs working on this project.
- Contribute feedback on outreach materials.
- Support other CCRCs in your REDC region with outreach and support of local employers, to expand impact and use of toolkit.
- Attend any additional meetings and/or complete any additional deliverables that may be added and deemed necessary to support the success of this initiative.
- File quarterly reports (May 2025, August 2025, November 2025, February 2026) and invoices with ECLC Navigator team.
- Partner with DCCNY's Business Development Specialist to support ongoing workstreams.
- Other CCRC duties as needed.

Mandatory Qualifications

- Minimum of five years of experience with early childhood education, human services, nonprofit organizations, and/or philanthropic sector.
- Proven familiarity with New York City and State government in the education and human services fields.
- In-depth understanding of the early childhood education landscape, including key policy issues, challenges, and opportunities.
- Minimum of five years managerial experience leading outreach and engagement initiatives.
- Minimum of five years of project management experience.
- Minimum of five years of outreach and engagement experience.
- Excellent interpersonal and relationship-building skills with a record of working collaboratively with diverse stakeholders, including government agencies, community organizations, and funders.

- Ability to manage multiple projects simultaneously and work under tight deadlines.
- Proficiency in using digital communication tools and social media platforms for advocacy and public relations purposes.
- High level of integrity, professionalism, and accountability.
- Strong strategic thinking and problem-solving skills.
- Strong written and verbal communication skills, including the ability to craft compelling messages for diverse audiences.
- Bachelor's degree in related field (education, education/human services policy, human services, etc.).
- Bilingual, preferred.

Employment Period: Independent Consultant, part-time

Hours per Week: 25- 27 hours per week (27 hours per week maximum)

Salary: \$50-\$65 per hour

Benefits: Not eligible for benefits

While DCCNY currently offers a hybrid work arrangement, this position will require regular in-person engagements with the public and stakeholders. This position will be based at our midtown Manhattan office but may require visits to all four organizations and in the field.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, employment and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. Please state the position on the subject line. We are hiring on a rolling basis and encourage interested applicants to apply as soon as possible, as this position has a firm start date of **April 1, 2025. No calls or recruiters, please.**

The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.