

## UNITED WAY OF SOUTHEASTERN CONNECTICUT

### JOB DESCRIPTION

Title: **Childcare Pipeline & Pathway Specialist**  
Reports to: Vice President of Community Impact  
Department: Community Impact  
FLSA Status: Full-Time, Exempt (Group 1)  
Revision Date: December 12, 2025

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#### POSITION SUMMARY:

Under the supervision of the Vice President of Community Impact, the Childcare Pipeline Specialist will lead United Way of Southeastern Connecticut's (UWSECT) childcare pipeline and pathway pilot program, developed to address a critical community need for affordable early childcare and education in New London County. Working closely with the SECT Childcare Collective (SCC), facilitated by UWSECT, this role focuses on expanding Family Childcare (FCC) options in underserved areas. The FCC Capacity Pilot seeks to strengthen the existing FCC ecosystem, increase the capacity of licensed providers, and establish new FCC businesses in geographic regions identified as childcare deserts—ensuring families have greater access to quality early care.

At minimum, the Childcare Pipeline Specialist will perform in these **primary function areas**:

1. Continuous collaboration and coordination with SCC and its Facilitator
2. Pipelines and pathway pilots that support capacity and development of family childcare providers
3. Resource navigation for existing small-business providers
4. Support a shared services pilot

#### KEY ROLES & RESPONSIBILITIES:

##### Collaboration & Coordination

- Serve as an integral member of the SCC. Actively engage in initiatives, support workgroup efforts as assigned, and communicate progress of pipeline initiatives.
- Assist in facilitating meetings and activities as assigned.
- Cultivate relationships with local organizations and key stakeholders
- Exemplify resilience and flexibility in overcoming obstacles, recovering from setbacks, and encouraging self and others to step out of comfort zones.

##### Family Childcare Pipeline & Pathway Pilots

- Direct coordination and implementation of new childcare pipeline initiatives. These will include at minimum; Technology Pipeline, and New Childcare Business Pipeline.
- Coordinate partners to implement pilot pipeline initiatives that deliver training, resources, and capacity FCC providers, with the ultimate outcome of applying for CT Early Start funding slots.
- Operate as the lead organizer of the pipeline and pathway implementation plans including coordination between providers, subcontractors, and childcare systems partners.
- Coordinate the Request for Application (RFA) process; assist in marketing and recruitment efforts, application process and support, application review committee, and provider awards.

- Coordinate individual provider progress tracking, provider payments, and subcontractor invoicing.
- Frequent in-person meetings with childcare providers.

### Outreach & Engagement

- Support and coordinate the connection of childcare providers to needed resources through consistent listening and engagement, providing intensive case management for each provider.
- Attend and actively participate in local and regional childcare convenings.

### Administrative Support

- Track and report progress of indicators, outcomes, outputs, and financials across initiatives.
- Maintain connections with partners to continue the flow of current and accurate data.
- Participate in a cross-functional team structure to ensure United Way's priorities and goals are met.
- Perform other duties as assigned by United Way management.

## QUALIFICATIONS, EDUCATION, AND SKILL REQUIREMENTS:

- **Experience:** Background in early childhood education/childcare **and/or** new business development, start-ups, or resource navigation.
- **Language:** Fluent in English; bilingual in Spanish or Haitian-Creole preferred.
- **Knowledge:** Familiarity with CT early care and education, including OEC licensing, Early Start CT, accreditation, and related programs.
- **Self-directed:** Able to manage priorities independently; proactive in research and problem-solving.
- **Organized:** Skilled in handling detailed tasks and long-term projects simultaneously.
- **Tech-savvy:** Proficient in MS Office, spreadsheets, email, willing to learn childcare software.
- **Business Skills:** Knowledgeable or quick to learn provider best practices.
- **Communication:** Strong written and verbal skills across diverse settings.
- **Collaborative:** Works with partners to identify policy/system barriers and develop solutions.
- **Cultural Competence:** Understands diverse backgrounds; delivers culturally relevant information.

### Work Location & Travel

The Childcare Pipeline Specialist will work on-site at United Way offices, within the New London County community, and frequently visit local providers. This includes time in childcare program spaces, requiring adherence to OEC standards and awareness of environmental factors, which may involve high noise levels, exposure to bodily fluids, and contagious illnesses.

## EMPLOYMENT

- This position is grant and donor funded for two-years starting January 2026. Should funds not be available or a project inactive, this position may be terminated with notice.
- Flexibility in hours with prior notice and planning; early morning, evening, and weekend hours.
- If deemed necessary, meet all CT-OEC background check and fingerprinting requirements.
- Driver's license is required and access to reliable, consistent transportation.

I have read, understand, and accept this Job Description:

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Employee Signature

Date

*United Way of Southeastern Connecticut is an Equal Opportunity Employer.*