



All Our Kin

Bilingual Business Development Consultant/Coach - Stamford

All Our Kin, Inc., a nationally-recognized, Connecticut-based nonprofit organization that trains, supports, and sustains community child care providers to ensure that children and families have the foundation they need to succeed in school and in life, seeks a full-time, bilingual (Spanish-English) Business Consultant/Coach to provide mentoring, coaching, training, technical assistance and support to family child care providers.

All Our Kin first opened its doors in a New Haven housing project in 1999 with two staff members, six mothers, six children, and one core belief: all children deserve access to high-quality early learning opportunities. Today, we serve over 400 family child care providers; these parents and educators in turn serve over 2,400 children in our community. To learn more about our work, please visit www.allourkin.org.

We are searching for an enthusiastic team player who is looking to make an impact and is excited about being a part of an effective, growing and dynamic non-profit organization. This is a full-time position. The Business Consultant is supervised by the Network Director. All Our Kin has offices in New Haven, Bridgeport, & Stamford, CT and now in the Bronx, NY. The Business Coach will primarily work at our Stamford location, within the Stamford and Norwalk network.

Responsibilities of the Business Consultant:

- Offer one-on-one business support to providers including, but not limited to:
 - Helping providers plan, develop, and implement business strategies to run a successful small business;
 - Rating providers' improvement using the Business Administration Scale (BAS) tool;
 - Problem solving and providing advice in best business practices;
 - Helping providers draft contracts and policies, budget yearly income and expenses, improve money management practices, keep detailed records, implement marketing strategies and organize and manage their business.
- Teach All Our Kin's Entrepreneurship series in English and Spanish. This 30 hour business training program enhances family child care providers' business knowledge. Classes are conducted during evenings and/or weekends.
- Coordinate the All Our Kin Family Child Care Network Loan Fund Program. This zero percent interest micro-loan program helps providers improve the quality of their family child care programs. Responsibilities include, but are not limited to: advertising the program, screening candidates and applications, coordinating loan disbursement, tracking payments, and overseeing the micro-loan projects.
- Link providers to community resources and supports.
- Collaborate with All Our Kin's staff, including the Network Directors.

The ideal candidate:

- Has a minimum of a bachelor's degree with coursework or training in business, economic development, urban development, economic strategies, non-profits, public policy or related fields
- Is proficient in Microsoft Office, MS Excel
- Has education and/or experience in business and finance, including:
 - Accounting knowledge, such as cash flow statements and budgets
 - Knowledge about best practices for small businesses
 - Knowledge about marketing (using both online and traditional tools)
 - Basic knowledge of taxes, legal structures, and insurance is preferred, but not required
- Is knowledgeable about community resources
- Has experience working in urban communities and the ability to work with individuals with diverse backgrounds
- Has a car or other means to travel to clients' homes for individual coaching sessions
- Has experience coaching/training individuals on budgeting and financial management
- Has experience and/or is open to teaching classes to a large group
- Possesses strong interpersonal skills
- Is extremely organized, independent, and has the ability to multitask
- Is a creative problem solver
- Is fluent in English and Spanish

Benefits of Working at All Our Kin

All Our Kin's small size, focus on innovation, and collaborative model of program development make it possible for staff members to get a close look at the workings of a small, high-impact nonprofit organization at the cusp of two critical issues: job creation and child care. The organization's commitment to mentorship and professional development guarantee that the Business Development Consultant will receive individual time and attention, and will serve as an integral member of our highly skilled and mission-driven team.

All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work. To apply please email a cover letter and resume to job.ko486@allourkin.recruitee.com.