



Request for Consulting Proposal

Engagement: New York City Site Selection Consultant

Position Status: Part-Time, Temporary Contract Position

Location: At any one of All Our Kin's offices four offices in the NYC-CT region (*Offices are located in New York City; Stamford, CT; Bridgeport, CT; and New Haven, CT*); may be remote but must be able to regularly commute to NYC

Target Engagement Dates: April, 2019 – September, 2019

About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support home-based family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a [national model](#), and has been [proven through studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 500 family child care providers in five Connecticut cities and New York City; these parents and educators in turn serve over 3,000 children in our community. Our ambitious strategic growth plan calls for us to add one new site per year, launch a new train-the-trainer service line and grow our organization from approximately 60 to 80 staff members over the next 2 years, with the goal of reaching 20,000 children by 2021.

What You Will Do

All Our Kin is seeking a highly passionate, organized and skilled consultant to work as the New York City Site Selection Consultant. The Consultant will play a critical role in 1) leading the process to identify the NYC community for All Our Kin's next direct service site, 2) coordinating the initial launch of the site and 3) propose a framework for how All Our Kin operates and aligns within the New York City region, leading to maximum support for family child care providers in NYC. This engagement requires approximately 20-30 hours per week from April through September. In particular, you will:

Lead the process to identify the NYC community for All Our Kin's next site (April - June)

- Review data and third party research already collected on potential neighborhoods and fill in any gaps
- Review data and resources from AOK's Bronx launch and aggregate lessons learned
- Engage internal and external key stakeholders in NYC to gather their feedback; identify new stakeholders where any gaps exist

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- Develop relationships with partners in potential neighborhoods, bringing in other members of the All Our Kin team as necessary
- Develop recommendation with robust rationale for All Our Kin's next site
- Lead discussion(s) with AOK's leadership team and board to finalize the site selection decision by summer 2019 (end of June)

Coordinate the initial implementation of the new site launch (July - September)

- Develop project plan for key activities and milestones in the first year of the launch of the new site
- Lead outreach and hiring process to identify the new site director
- Complete any high priority tasks in the transition period before the NYC director begins (e.g., secure office space)
- Coordinate with other All Our Kin teams to prepare for the site launch
- Continue cultivating relationships with partners in potential neighborhoods, bringing in other members of the All Our Kin team as necessary and helping to transition relationships to new site director, once hired
- Provide regular updates internally to AOK's leadership team and board
- Keep record of all steps and contacts made so that as new site director comes in, they understand what has been done already and where the gaps are

Propose framework for how All Our Kin operates and aligns within the New York City region (July-September)

- Review existing documentation and gather additional feedback from internal staff, particularly the Bronx team, to understand lessons learned in New York overall and with the launch of the new site
- Conduct research on multi-site/region organizations to propose best practices for communication, meetings and decision rights
- Facilitate discussion to determine regional structure in NYC with two AOK sites
- Gain consensus and develop a plan to implement strategies to ensure alignment between the NYC sites and with the broader organization

Who You Are

- Hold deep beliefs in and commitments to
 - Making high-quality early care and education available to all children
 - Combatting systemic racism and injustice
 - Serving historically disenfranchised communities
 - All Our Kin's mission, core value and model
- Experienced and Able to
 - Build long-term relationships with diverse stakeholders
 - Communicate well in writing and speaking
 - Set priorities and manage multiple, multifaceted projects simultaneously in a fast-paced, deadline-driven environment

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- Inhabit an entrepreneurial approach, flexibility, and drive
- Solve tricky problems and make decisions well
- Offer, receive, and respond to regular feedback
- Mobilize networks and relationships in NYC to support the successful launch of a new site
- Eager to build on
 - 10+ years of experience in leadership and/or project management roles
 - Considerable experience with strategic planning, systems development, and implementation

How to Apply

Please submit 1) cover letter, 2) resume or detailed biography, 3) short summary of similar projects completed through <https://allourkin.recruitee.com/o/new-york-city-site-selection-consultant> by April 15, 2019.