



Senior Program Manager – Early Care and Education

Position overview, posted on June 16, 2026

Job Title: Senior Program Manager – Early Care and Education

Reports To: Chief Impact Officer

Direct Reports: Program Manager(s)

Job Classification: Full-time, exempt

Job Location: Seattle, Washington; hybrid schedule (in-office and remote). Must reside in Washington state and work onsite Tuesdays and Thursdays.

Schedule: Typical weekly hours for this position are Monday through Friday, 9 AM – 5 PM

About Us

Since 2011, Washington STEM has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, sustainable jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

Our Values:

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning & Innovation
- Trust

To learn more about us, please visit washingtonstem.org

About This Position

The **Senior Program Manager – Early Care and Education (Sr. Manager)** leads the organization's strategy, projects, and initiatives that advance Washington STEM's Early Care and Education (ECE) keystone. This role builds and sustains relationships with stakeholders across the state, including regional coalitions and partners, public agencies, philanthropic organizations, and other regional and statewide partners.

The Sr. Manager advances program, data, and policy efforts that support Washington STEM's mission. The Sr. Manager oversees ECE strategies, identifies opportunities for impact, and executes projects that drive practice and policy change locally and at the state legislative or agency level.

The Sr. Manager collaborates with the Program Manager(s) and with the organization's policy, data impact, program, and communications teams to strengthen the organization's continuum of



initiatives and deepen its role in cradle-to-career pathways for students from historically marginalized communities across Washington state.

The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

Core Functions & Responsibilities

Strategy Planning & Program Management (50%)

- Design, lead, and communicate the ECE program and initiatives' vision, goals, and progress based on research from the field, program impact, and the broader WA STEM mission.
- With support from the Program Manager(s), lead ECE program strategy by managing project activities, monitoring local/state policy and practice changes, and strengthening regional and statewide partnerships.
- Oversee management of consultants, contractors, and vendors for ECE initiatives and projects.
- Oversee management of local and statewide partnerships, including but not limited to project grantees, in service of program goals
- Oversee the Program Manager(s) to draft reports, grant proposals, and knowledge papers, and develop and deliver presentations for internal and external audiences.
- Lead ECE program team and contributors in learning, knowledge management, and assessing progress toward program key performance indicators (KPIs).
- Use insights and metrics to support grant reporting, board/external communications, continuous improvement, and long-term planning toward keystone goals.
- Analyze education, workforce, childcare, student, family, and related data (qualitative and quantitative).

Project Management & Delivery (20%)

- Lead or oversee project management activities to achieve project objectives.
- Manage execution of ECE investments to regional partners, including milestones, reporting, and spenddown.
- Collaborate with the Program Manager(s) and other staff across organizational departments and program areas to fulfill ECE project deliverables.
- In coordination with the Program Manager(s) and Program team, maintain excellent relations and communications with regional partners, agency partners, community partners, and other stakeholders in ECE across the state.



- Partner with the Program Manager(s) and Program team in conducting research on new initiatives related to the ECE keystone goals and barriers.
- Serve as the primary contact for one or more specific projects for partners and stakeholders.

Lead a High-Functioning ECE Team (20%)

- Support and oversee the Program Manager(s) in developing and executing annual work plans for performance management and professional development for all team members that align with annual strategic plan goals.
- Partner with the Program leadership to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Partner with Program leadership to develop and execute a programmatic comprehensive strategy.
- Lead on cross-team and cross-keystone knowledge sharing to increase efficiency across keystones.
- Oversee the development and execution of detailed project plans, milestones, budgets, and staffing for ECE projects.
- Partner with the Program Manager(s) and Program team to develop scopes of work and budgets for programs and consultants.
- Lead weekly and/or monthly ECE team meetings.

Participate in Collaborative and Inclusive Culture (10%)

- Collaborate across the organization to ensure knowledge sharing for staff around ECE content.
- Maintain strong familiarity with all Washington STEM initiatives and collaborate effectively across Advocacy, Finance, Operations, Resource Development, and Communications.
- Support a culture of continuous improvement and development of systems to track progress towards key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

About You

Position-Specific Qualifications and Experience



- Bachelor's degree or equivalent experience in a relevant field (public policy, data, education, social sciences, or related).
- 5-7+ years of experience working in Washington State within the early care and education space, and/or with ECE state leaders, local coalitions, educators, and/or providers.
- Understanding of issues and trends in Washington State related to the ECE field, such as ECE supply and demand, ECE workforce, state/federal/private ECE programs, and ECE costs.
- Understanding of ECE research, such as early brain development, ECE curriculum and pedagogy, family/caregiver involvement, cultural competency, and high-quality ECE environments.
- Experience using and applying ECE and STEM education data (qualitative and quantitative).
- Demonstrated understanding of systemic barriers and opportunities related to conditions in the education system and/or the family & youth services system.
- Increasing experience making data-informed recommendations in ECE education and STEM-driven society.

General Qualifications and Experience

- Established understanding of the state ecosystem of agencies and education leaders.
- Experience managing grants and contracts (may include philanthropic, state and/or local and/or federal funded initiatives), including developing project scopes, budgets, and schedules, and coordinating work of consultants or subcontractors.
- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.
- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

Knowledge, Skills, and Abilities

- Strong ability to execute work centering JEDI.
- Strong alignment with our organizational mission and values.
- Ability to balance strategic vision with day-to-day execution.
- Ability to be flexible and responsive to changing priorities.
- Ability to be self-directed, take ownership, and see projects and initiatives to completion in a timely manner.



- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Proficiency using common business collaboration platforms such as Microsoft 360, online meeting tools (Zoom, Teams, Slack), and project management systems.

Physical Requirements

The physical demands described here are representative of those that need to be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.

Compensation

The salary range for this position is between **\$101,450 -- \$142,031**. New hires typically start **between the minimum and mid-point of the range**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits

- Employer-paid medical, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid time off at an accrual rate of 6.462 hours per payroll, with the accrual rate increasing with tenure
- 17 Paid holidays, including one week at the end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Professional development fund



How to Apply

To apply, please submit your resume and cover letter as two separate PDFs to hire@washingtonstem.org. Your cover letter should express your specific interest in this role and include a statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.