

Senior Field Services Consultant

Position Summary

For nearly 70 years, Children's Institute has partnered with parents, caregivers, educators, and community providers to support the social-emotional development and well-being of children and youth. Our work advances early learning, school readiness, and youth leadership by strengthening the environments in which children live, learn, and grow.

The Senior Field Services Consultant serves as a lead consultant responsible for designing, coordinating, and guiding consulting engagements that advance Children's Institute's mission. In addition to delivering direct services, this position develops and manages client relationships, leads project implementation, facilitates complex stakeholder processes, and serves as a trusted advisor to schools, districts, and community organizations.

Senior Field Services Consultants exercise significant autonomy in managing projects, developing service strategies, and ensuring successful project outcomes while collaborating with organizational leadership and cross-functional teams.

Reports to: Senior Director of Programs and Partnerships; FLSA/Status: Exempt

Key Responsibilities

Project Leadership

- Lead the planning, implementation, and execution of projects in partnership with schools, districts, agencies, and community organizations.
- Develop project scopes, service plans, implementation strategies, and work plans in collaboration with clients and Chief Program Officer.
- Ensure projects are delivered with high quality, responsiveness, and fidelity to organizational standards.
- Monitor project progress, identify challenges, and adjust implementation strategies as needed.
- Coordinate and guide the work of project team members participating in consulting engagements and field services.
- Lead the development and implementation of culturally responsive and equity-centered consulting strategies; help clients identify and address barriers to opportunity, engagement, and outcomes while supporting inclusive practices, authentic stakeholder voice, and systems-level improvement.

Strategic Client Relationships

- Serve as a primary point of contact for assigned schools, districts, and community partners.
- Build and maintain strong relationships with educational leaders, agency executives, and community stakeholders.
- Identify emerging client needs and opportunities to deepen partnerships and expand impact.
- Represent Children's Institute in meetings, presentations, collaborative initiatives, and community forums.
- Support the development of new partnerships and consulting opportunities through relationship management and responsiveness to stakeholder needs.

Direct Service Delivery

- Deliver advanced training, coaching, technical assistance, facilitation, and consultation services.
- Facilitate district- or program-wide planning efforts, stakeholder engagement processes, leadership teams, and cross-sector collaborations.
- Provide consultation and problem-solving support to organizational and system leaders.
- Model effective facilitation, coaching, and consulting practices.

Quality Improvement and Capacity Building

- Develop, adapt, and refine consulting tools, resources, and training materials.
- Mentor and support less experienced consultants through coaching, modeling, and collaborative project work.
- Contribute subject matter expertise to organizational initiatives and service development.
- Support evaluation, continuous improvement, and sustainability planning efforts.

Qualifications

- Master's degree preferred in education, social work, psychology, counseling, early childhood development or a related field.

- 7+ years of progressively responsible experience in education, youth development, family engagement, early childhood education, organizational consulting, or a related field.
- Demonstrated experience leading complex projects or initiatives involving multiple stakeholders.
- Extensive experience providing training, coaching, facilitation, and technical assistance to adult learners and/or large stakeholder groups.
- Demonstrated experience advancing equity-centered initiatives and facilitating discussions related to culture, identity, inclusion, belonging, and systemic barriers within schools, organizations, or communities.
- Strong project management, facilitation, and relationship-management skills.
- Ability to work independently, exercise sound judgment, and manage multiple consulting engagements simultaneously.
- Ability to travel regularly to schools and community sites throughout the region.
- Experience working with or in school districts, educational systems, government agencies, or community-based organizations.
- Expertise in one or more areas including social-emotional learning, school climate, early childhood education, family partnership, restorative practices, youth development, implementation science, or organizational change.
- Experience mentoring or leading project teams.

Additional Information

- Supervisory responsibilities: Typically none; may support or coordinate consultants or part-time staff
- Work location: Primarily on-site in Rochester, NY with some flexibility for hybrid work. The nature of this position requires the individual to be in the office or the field 80% of the time as determined by supervisor.
- Anticipated Salary Range: \$60,000-\$80,000
- Benefits: Children's Institute offers a comprehensive benefits package including health, dental, vision, disability, life insurance; additional ancillary benefits, an employer contribution toward health insurance premiums; generous paid time off consisting of vacation time, paid holidays, and planned office closures; 4%



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employer contribution to 401(K) retirement plan, and optional employee retirement contribution.

To Apply

Please submit a resume and cover letter detailing how your qualifications match the job description to: Elizabeth Devaney at edevaney@childrensinstitute.net

Equal Employment Opportunity

Children's Institute is committed to equal employment opportunity for all persons regardless of race, religion, color, national origin or citizenship, ancestry, sex, gender, gender identity, gender expression, age, disability, sexual orientation, marital, military, or veteran status, or any other status or characteristic protected by law.

We welcome qualified candidates with lived experiences to help us best serve our great Community! We know that a diverse team makes for the best collaborative work and creative thinking. We are dedicated to adding new perspectives and experiences to the team and encourage everyone who is interested in the work to apply.