



Vice President, Tennessee Business + Family Forum

Reports To: President & CEO

Location/Travel: Remote within Tennessee (Middle Tennessee–based preferred). Travel 25-35% of the time.

Status: Full-Time, Exempt

Compensation: \$115,000 – \$150,000 commensurate with experience; comprehensive benefits package including health insurance, 401k, generous paid time off

About TQEE

Tennesseans for Quality Early Education (TQEE) is a nonprofit advocacy organization committed to advancing high-quality early learning and development for children from birth through third grade. We close opportunity gaps so children can achieve grade-level reading and math proficiency by the pivotal third grade year, and we recognize that requires a whole-child approach.

Our priorities are to:

- Improve access to quality child care and early learning settings
 - Strengthen child health and mental health
 - Support working families with young children
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About the Tennessee Business + Family Forum

The Tennessee Business + Family Forum (TBFF) is a new statewide alliance of business leaders committed to a powerful idea: *When Tennessee children and families thrive, our workforce and economy do too.*

The TBFF champions business-friendly solutions that support working families and expand access to affordable, quality child care and early education. Partners and investors include business and economic development leaders who share the vision of strengthening Tennessee’s workforce of today and tomorrow.

The Opportunity

This is a rare opportunity to build and lead a new statewide business alliance at the intersection of family policy, workforce development, and economic growth. The Vice President will:

- Launch and grow TBFF into a powerful, respected voice for business-friendly state policies and workplace practices that help grow the workforce of today and tomorrow
- Engage Tennessee’s business leaders in solutions that strengthen families and drive workforce competitiveness
- Serve as a trusted advisor and strategist at the nexus of business, policy, and community

This role is ideal for a builder—someone energized by the chance to shape and scale a new statewide initiative with the support of a respected nonprofit and a strong network of business leaders.

Key Responsibilities

Leadership & Strategy

- Develop and execute TBFF's strategic goals in collaboration with the President & CEO
- Represent TQEE and the TBFF publicly with employers, chambers of commerce, policymakers, and other key stakeholders statewide
- Cultivate partnerships and networks to expand TBFF's reach and influence

Program Design & Execution

- Design and lead high-impact events such as regional forums, peer-learning roundtables, and business leader briefings that highlight family-friendly workplace solutions, elevate employer innovation, and demonstrates the business and community value of investing in children and families
- Develop and manage technical assistance offerings, including child care design labs and tailored consultation for businesses exploring workplace policy solutions.

Partner Development & Engagement

- Cultivate and continually engage a strong base of business and economic development leaders and organizations as TBFF partners and investors
- Lead communication on the value delivered and results to partners and investors to help ensure their satisfaction

Policy & Advocacy

- Work with TQEE's policy and government relations team to prepare and activate business leaders in advocacy
- Collaborate with chambers of commerce and business leaders, sharing data and facilitating dialogue with policymakers to inform and advance shared policy priorities

Communications & Storytelling

- Source real-world stories of workplace innovation and child/family impact, and work with TQEE's communications team to elevate them through blogs, videos, case studies, and media
- Recruit and support interested business leaders to vocalize relevant perspectives and experiences through news media and social media

Qualifications

Requirements

- Bachelor's degree (graduate-level degree preferred)
- 8–10 years of progressively responsible leadership experience in business, workforce development, human resources, or related fields
- Proven ability to build and manage senior-level and C-suite relationships
- Exceptional verbal, written, and public speaking skills, with a talent for simplifying complex ideas
- Familiarity with government policy and advocacy
- Fundraising, sales, member development or related experience
- Willingness and ability to travel frequently within Tennessee (25–35%)

Skills & Mindset

- Knowledge of workforce participation challenges and solutions (e.g., child care, paid leave, flexible scheduling)
- Demonstrated success designing and executing programs or initiatives
- Strong organizational and time management skills with the ability to juggle multiple priorities
- Commitment to the mission: belief in the power of investing in children, families, and family-friendly workplaces

Personal Competencies

- **Proactive & Results-Driven.** You take ownership for outcomes, build clear plans, and follow through without waiting for direction. You anticipate challenges early and problem-solve to keep work on track.
- **Relationship-Builder.** You build trust naturally across diverse groups—business leaders, policymakers, and community partners alike. You engage authentically, listen well, and collaborate to find common ground.
- **Commercially Savvy & Strategic.** You recognize emergent business opportunities and engage others in shared ideation. You balance vision with practicality, making sound decisions about where to invest time and resources.
- **Professional Maturity.** You bring discretion, humility, and steady leadership to complex and confidential work. Your presence inspires confidence, and you handle challenges with calm and optimism.
- **Sound Judgment & Agility.** You quickly assess situations and people, make informed decisions in uncertain contexts, and adjust course as needed. You are reflective, self-aware, and continuously learning.
- **Entrepreneurial & Innovative.** You thrive in building something new, stay resourceful in the face of change, and bring creativity to problem-solving. You see challenges as opportunities and embrace continuous improvement.

How to Apply:

Interested candidates should send the following information to OfficeAdmin@tqee.org: a resume, cover letter, and one writing sample (e.g., memo, newsletter, fact sheet, executive summary of a brief, etc.) of no more than 2 pages in length. This can be a document you've already produced or one you create for this purpose. Please no use of AI on this sample – we're fans but want to see your own un-aided writing skills.

Applications will be reviewed on a rolling basis until the position is filled.
