

Deputy Director



Vision

Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.



Mission

To foster the optimal development of our children, prenatal through 5 years of age.



More information
can be found at
www.first5coco.org

About First 5 Contra Costa



As a respected state leader in advocacy for young children and their families, First 5 Contra Costa helps young children start school healthy and ready to learn. The agency invests in programs and advocates for policies focused on children during their first five years, the most important time in children's development.

First 5 Contra Costa (First 5) is currently celebrating its 20th anniversary, having been formed in the years following the passage of Proposition 10, the California initiative that established Children and Families Commissions in every county. In Contra Costa County, First 5 stands as an independent public agency. As such, First 5 has maintained a practice of nimble program development that has continually evolved as opportunities for change and improvement have emerged. The highly productive staff of 32 is a diverse group of experts in content and administrative areas; all are passionate about the mission and fully engaged in the success of the agency. In keeping with the nature of the work, the First 5 maintains a family-friendly culture that recognizes the challenges of balancing work and family life. First 5 is also committed to principles of equity, diversity and inclusion, and cultural humility, and strives to enlist partners from all sectors of the county to join in its mission.

First 5 Contra Costa is entering an era in which the importance of early childhood is recognized publicly and politically. The current landscape presents a strategic imperative for First 5 to sustain its achievements and use its legacy of credibility, visibility, and expertise to create positive, enduring systems change that promote the well-being of young children and families in Contra Costa County. Leveraging on the lessons learned over the past two decades, First 5 developed a comprehensive framework, called "systems change lens" aimed at blending funding, partnership and policy solutions that have lasting impacts in the lives of young children. There are two core strategic priorities in First 5 Contra Costa's 2020-23 strategic plan:

- » **Integration of Early Childhood Systems** – strengthen the integration of early childhood systems that foster equitable opportunities and outcomes for all young children and their families by: a) increasing integration of First 5 supported systems of care; b) providing technical expertise to influence cross-sector systems development and integration; c) supporting continuous quality improvement of programs, practices, and policies across sectors; d) supporting professional and workforce development; e) addressing and promoting racial, social and economic justice; and f) continuing to improve collection and use of data to demonstrate impact.
- » **First 5's Impact and Sustainability** – build on, sustain, and/or grow First 5's investments in the early childhood system by: a) refining First 5 developed models and approaches; b) pursuing diversified revenue streams; c) continuing to demonstrate the impact of First 5 through research, data collection, and analysis of child outcomes for policy advocacy; d) continuing to build the case for sustainable investments in early childhood; and e) advocating for local, state, and federal funding and legislation that sustain and expand First 5's strategic investments.

First 5 Contra Costa receives funding from Proposition 10, a California ballot initiative passed in 1998 which added a 50 cent-per-pack tax on tobacco products. First 5 Contra Costa has invested more than \$140 million to help Contra Costa's children get the best possible start in life.

The agency is governed by an 18-member commission, nine commissioners and nine alternates who are appointed by the Board of Supervisors.



Job Description



Under the direction of the Executive Director, the Deputy Director is an organization-wide leader, and is principally responsible for First 5's efforts to promote a continuum of services and supports to strengthen families and improve child outcomes. The Deputy Director has strategic and day-to-day responsibility for all of First 5 Contra Costa's programs, and serves as a key advisor to the Executive Director.

The Deputy Director leads the design and execution of First 5's early childhood systems to align with First 5 Contra Costa's Strategic Plan, and contributes deep knowledge of program operations to the management of the organization. S/he/they ensures that the organization coordinates with partner organizations to advance system development efforts for young children and their families.

The Deputy Director oversees all programmatic areas of the agency by providing coaching and day-to-day supervision of the respective Program Officers. S/he/they plans, coordinates and executes across the agency leadership team, collaborating particularly closely with the Director of Finance and Operations, the Strategic Information and Planning Manager and the Communications Manager. In conjunction with the Strategic Information and Planning Manager, s/he/they ensures that programs and grant outcomes are used to inform future strategy development and support integration across all program areas.

As a direct report and key advisor to the Executive Director, the Deputy Director contributes to the general management of the agency. The core areas of oversight for the Deputy Director are development and management of strategic programs and systems, contracting and monitoring consistent with the requirements of a public entity, identification of intended outcomes in programs across Strategic Plan priority areas, and alignment and coordination with external partners for greater systems effectiveness.

This position supervises the following staff: Community Engagement Program Officer, Early Care and Education Program Officer, Early Intervention Program Officer, Family Support Program Officer, Grants and Contracts Manager, and a shared Assistant II.



Ideal Candidate



First 5 Contra Costa is seeking an experienced and innovative leader who is eager to co-create and develop high-quality and efficient systems that will support the agency into its third decade. As a thought partner for the agency's leadership team, the Deputy Director will exhibit a commitment and passion for First 5's mission and values of diversity and inclusion, equity, cultural humility, and community partnership. A strong background in early childhood development is desired, with demonstrated knowledge of systems development, collective impact framework, and policy advocacy. The Deputy Director will have strong management and team development skills, knowledge of organizational change strategies, strong written and oral communication skills, and a growth mindset.

Other Key Characteristics:

- » Deep knowledge of innovative program design; ability to bring forward emerging issues and best practices to apply to First 5 Contra Costa's core systems.
- » Strategic thinker, with knowledge of the landscape in which First 5 Contra Costa operates and the ability to evaluate diverse pathways to achieve change in policy and practice.
- » Leadership skills to move teams forward through organizational change.
- » Handle a variety of constituencies and thrive in a complex environment with multiple priorities.
- » Ability to read, interpret and contribute to financial planning documents and budgets.
- » A strong understanding of the complexity of the early childhood service delivery systems and funding streams in California. Knowledge of Contra Costa's stakeholders and agencies serving children ages 0 to 5 is highly desirable.
- » A commitment to racial and economic equity, striving to ensure that all children are ready for kindergarten and recognizing that some need more to get there.
- » An ability to maintain an understanding of the current research. Early childhood education is a pliable system that is always changing.
- » Solid knowledge of the comprehensive nature of what is necessary to raise children from the start.
- » A drive to revolutionize how society thinks about the development of children ages 0 to 5.
- » Capability to manage administrative matters relating to staff and funding and be unafraid to tackle difficult personnel issues.

Priorities for Position:

- » Be a strong partner to the Executive Director to move the agency toward systems-change, embody agency values and support the operationalizing of agency strategic priorities.
- » Support a highly effective and energetic workplace culture that promotes teamwork, innovation, creativity, and a human-centered approach to service.
- » Successful at navigating political sensitivities and building relationships that support organizational goals.
- » Develop and present reports to the Commission and sub-committees; support Commission committees as assigned; attend Commission meetings and preside over meetings as designated or directed by the Executive Director.
- » May be called to stand in for the Executive Director, including signing authority, when necessary and authorized.
- » Experience working in or with a funding agency, with an understanding of funding allocation, requests for qualifications, contracting, and grant monitoring.

Minimum Qualifications



A Master's Degree or higher degree from accredited college or university in early childhood, educational leadership, social welfare, public policy, public health or related field is required.

Ten years of progressively responsible leadership, strategic planning, and management experience in a health or human services, education, advocacy, or similarly aligned organization or public sector organization focused on any of First 5 Contra Costa's systems and focus areas. The Deputy Director must have a strong understanding of the early childhood development landscape and knowledge of best practices in the delivery and management of contracted services.



Compensation and Benefits

The starting salary range is **\$100,781-\$120,331** dependent on the experience and qualifications of the successful candidate. First 5 Contra Costa provides comprehensive benefits including:

- » **Medical, Dental, Vision:** Eight health plans are offered, First 5 pays 80% of the premium; two dental plans are offered and First 5 pays a portion of the premium; a voluntary vision plan is offered.
- » **Time Off:** 3 weeks of Vacation Leave per year, 12 days of Sick Leave per year, 3 days of Personal Holiday Leave days per year, 60 hours of Administrative Leave per year, and ten holidays.
- » **Insurance:** Short and Long Term Disability partial wage replacement plans.
- » **Retirement:** Contra Costa County Employees' Retirement Association (CCCERA); and a voluntary deferred compensation plan is offered with an employer match.

Reimbursement of relocation expense is not budgeted for this position.

How to Apply

This recruitment will close on Monday, March 23rd. To be considered, please submit a detailed résumé, cover letter, and a list of six work-related references (who will not be contacted until the late stages of the recruitment and will be coordinated with the successful candidate/s). Your résumé should indicate the size of staff and budgets you have managed and also reflect both years and months with regard to the employment dates for current and prior positions held. Please submit your materials through our website at:

<https://executivesearch.cpshr.us/JobDetail?ID=623>

For more information contact:

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