

Executive 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
<http://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 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, 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 and cultural humility and strives to enlist partners from all sectors of the county to join in its mission.

There are three core elements of First 5 Contra Costa's strategic plan:

- » **Early Childhood Education** – seeks to ensure that all children have access to high quality, affordable child care and early learning.
- » **Early Intervention** – supports a number of activities directed toward ensuring all children achieve their optimal development in the early years. In particular, First 5's "Help Me Grow" program, has led the way in establishing routine developmental screening and follow-up across all pediatric practices and communities.
- » **Family Support** – home visiting services for parents of newborns, and community-based "First 5 Centers" designed to engage parents of children 0-3 in a variety of activities with other parents to foster community, build knowledge and support healthy child development.

In addition, First 5 Contra Costa maintains a robust community engagement and advocacy program, with supportive departments in communications, evaluation and research, contracts and grants, and finance and operations.

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 First 5 Contra Costa Children and Families Commission, the Executive Director is responsible for implementing a coherent and comprehensive vision that drives the work of First 5, based on the Commission's Strategic Plan. In partnership with the management team representing all facets of the agency, the Executive Director is responsible for directing a complex organization, leading a staff of thirty-two, supporting the Commission, engaging with stakeholders, and overseeing internal operations.

This position requires a deep commitment to the mission of First 5, along with highly developed leadership, management, and advocacy skills. First 5 seeks a leader who can fill three key roles: as advocate, strategist and organizational leader.

As an **advocate** for young children and families in Contra Costa and California, the ED is a strong and effective voice for children and families and seeks to persuade partners in public agencies, non-profits, businesses, communities and families in order to achieve First 5's mission. The Commission also expects the Executive Director to be involved in regional and statewide systems change efforts, through the work of the First 5 Association of California and others.

As a **strategist**, the Executive Director leads the Commission, staff, stakeholders and key partners toward changing programs, policies, and systems so that they have maximum impact on child wellbeing. The Executive Director builds strong relationships, seeks diverse funding sources to sustain First 5 efforts, and anticipates opportunities and challenges that could have impact on First 5's success.

As an **organizational leader**, the Executive Director ensures the agency works at a high level of efficiency, competence and impact, and has the resources and personnel necessary to carry out its mission and organizational requirements. The Executive Director also ensures the Commission's needs and responsibilities are fully supported and that the agency meets all regulations and expectations for compliance.

To fill these roles and carry out the organization's mission, First 5 seeks an outstanding, visionary leader with a demonstrated history of passion and commitment to supporting children and families, experience in forming and maintaining collaborative, multi-agency systems, and a track record of leadership, management, and successful experience in high performance workplaces. Independence, initiative and self-motivation, as well as the ability to work closely and collaboratively with a wide variety of stakeholders (both internal and external), is crucial.



Ideal Candidate



First 5 Contra Costa is seeking a bold leader who is eager to lead the agency into its third decade. As someone who understands the County's broad spectrum of communities, the Executive Director will exhibit a commitment to diversity and equity. A strong background in early childhood development is ideal, however a dedicated, passionate supporter who can quickly immerse themselves in First 5 will also be considered. Because tax revenue from Proposition 10 has decreased over the years, the next Executive Director will be able to demonstrate success in creative funding, working on the sustainability of the organization, and support the Commission's vision in moving the agency toward being the leader in children's advocacy in Contra Costa. The Executive Director will be a savvy manager, and an innovative and strategic thinker.

Other Key Characteristics:

- » The ability to communicate a vision; an experienced public relations presence with superb communication skills including speaking with the media and legislators. This position requires someone who is comfortable in the public spotlight representing the organization. Strong advocacy is critical for the organization - explaining why the work of First 5 is necessary for the long-term success of the community.
- » A keen sense of politics. The Executive Director should be adept at keeping the message and mission of First 5 Contra Costa in front of legislators and governments.
- » 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 in the 0-5-years old range.
- » Capability to manage administrative matters relating to staff and funding and be unafraid to tackle difficult personnel issues.

Priorities for Position:

- » Explore and obtain innovative funding.
- » Maintain and strengthen workplace culture and manage a robust, committed, professional staff.
- » Manage the pivot of the organization by looking at the big picture, anticipating change and creating a plan for successful implementation.
- » Move the agency toward a systems-change approach, identifying values and maintaining a humanistic attitude.
- » Embrace mini-systems and professional knowledge, acknowledging the multiple levels but being strategic.
- » Cultivate broader connections when considering First 5 Contra Costa partners.

Minimum Qualifications

- A Bachelor's Degree in Business Administration, Management, Behavioral Sciences, Communications, or related field is required.

Seven years of progressively responsible leadership, strategic planning, and management experience in a health or human services, education, advocacy, or similarly aligned organization which includes a highly visible role and responsibility for budgeting, personnel management, supervision, goal setting, program accountability, and change management. Experience working in or with a funding agency.



Compensation and Benefits

The salary range is **\$116,699 - \$169,744**. Salary is set by the Commission. 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 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 November 11, 2019. 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://secure.cpshr.us/escandidate/JobDetail?ID=559>

Please contact the recruiter, Teresa Webster, at 916.471.3462 or twebster@cpshr.us if you have any questions.

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