

Finance and Operations 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.





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, 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.

More information
can be found at
www.first5coco.org



The Position



The Finance and Operations Director oversees the management of all First 5 finance, human resources, and administrative operations that support the Commission's ability to achieve its mission to foster the optimal development of children zero to five years of age. The Finance and Operations Director works closely with the Executive Director and Deputy Director to ensure the smooth operation of the organization, carrying out the Commission's strategic plan, anticipating risk, and solving problems creatively and effectively. The Finance and Operations Director supervises two staff, including the Administrative Manager and the Finance Coordinator.



The Finance and Operations Director leads the design and execution of First 5's fiscal strategy development and implementation; financial planning, budget development, fund balance monitoring and control. S/he ensures that the organization adheres to approved First 5 fiscal policies; assists independent auditors in completing annual audit subject to state statutes and local provisions; and, oversees accounting and fiscal operations including A/P, A/R and treasury reconciliation. The Finance and Operations Director is also responsible for assurance and regulatory compliance; financial reporting, analysis and support to the management team, staff, and Commission; and, grant application, reporting and oversight.

In the supervision and support of Human Resources and Administration, the Finance and Operations Director is responsible for agency compliance with applicable employment laws, policies, and regulations; providing employee support to resolve grievances; and, supporting the Executive and Deputy Directors in the resolution of complex personnel issues. S/he also provides oversight of office system functions; purchasing and procurement; management of facilities owned, leased or maintained by First 5 Contra Costa; and, adherence to and revisions of administrative policies and procedures.



Ideal Candidate

→ First 5 Contra Costa is seeking a visionary and experienced leader to serve as the Finance and Operations Director. As a thought partner for the agency's leadership team, the Finance and Operations Director will exhibit a commitment and passion for First 5's mission and values of diversity and inclusion, equity, cultural humility, and community partnership.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-paced environment. S/he she will be collaborative, inclusive, tech savvy, and committed to exceptional customer service. Preferred candidates will demonstrate the ability to hit the ground running, and possess knowledge and experience in governmental budgeting; audit preparation; accounting functions including A/P, A/R, and bank reconciliation; all relevant federal and state laws; and, GASB standards.

The successful candidate must be able to take all individual aspects of the finance function and expertly coordinate them as part of the agency's comprehensive finance strategy, consistently delivering timely, accurate information to the Deputy and Executive Directors and the Commission. Most importantly, the successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by anyone, regardless of the listener's experience or level of sophistication.

Priorities for Position:

- » Be a strong partner to the Deputy and Executive Directors 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.
- » Successfully navigate political sensitivities and building relationships that support organizational goals.
- » Develop and present reports to the Commission and sub-committees; support Commission committees as assigned.
- » Experience working in or with a funding agency, with an understanding of funding allocation, requests for qualifications, contracting, and grant monitoring.
- » Finance Director will plan and lead in collaboration with the Executive Director an organizational long-term Sustainability and Fund Development Plan.

Minimum Qualifications

Education and Experience

A Bachelor's Degree in Business, Accounting or Finance from an accredited college or university; and, a minimum of five (5) years management experience. A Master's degree; experience working with a variety of public, private and nonprofit organizational structures; and, experience managing business operations and human resources is highly desirable.

Knowledge, Skills and Abilities

- » Strong conceptual and analytical skills, and systems thinking drawn from experience.
- » Ability to gather and analyze data, identify problems and opportunities, consider alternative courses of action, draw logical conclusions, and adopt appropriate solutions.
- » Demonstrated knowledge of the principles of financial accounting for public organizations, including fund accounting and standards set by the Governmental Accounting Standards Board (GASB) and other regulatory bodies.
- » Ability to apply sound administrative and financial management knowledge to maintain systems for financial accounts, records, forms, policies, and procedures.
- » Knowledge of and experience with budgeting and long-range financial forecasting techniques and reports.
- » Knowledge of and experience with the operation of accounting software.
- » Experience with the administration of office systems.
- » Ability to effectively communicate with a variety of individuals including staff, County officials, community members, and Commission members in public settings.
- » Must exhibit strong initiative, a high level of integrity and sound judgment, while working with minimum supervision.
- » Experience effectively managing staff.
- » Comfort and willingness to work with diverse opinions and perspectives.
- » Willingness to participate in a collaborative, team-oriented workplace.
- » Ability to work a flexible work schedule depending on assignments and travel within and outside the county to attend meetings and conferences.
- » Experience developing and successfully executing organizational long-term fund development and sustainability planning.



Compensation and Benefits

Starting salary will be commensurate with 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

To be considered for this exceptional opportunity, please submit a detailed résumé, cover letter, and a list of six work-related references – two supervisors, two direct reports and two colleagues (who will **not** be contacted until the late stages of the recruitment and will be coordinated with the successful candidate/s) no later than **Friday, October 30th**. 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=1659>

For more information contact:

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