

FIRST 5 Santa Clara County

Deputy Chief of Finance



FIRST 5
SANTA CLARA COUNTY



Vision

FIRST 5 Santa Clara County will be a catalyst for ensuring that the developmental needs of children prenatal through age 5 are a priority in all sectors of the community.

Mission

FIRST 5 Santa Clara County supports the healthy development of children, from prenatal through age 5, and enriches the lives of their families and communities.



ABOUT FIRST 5 SANTA CLARA COUNTY

FIRST 5 Santa Clara County (FIRST 5) makes a difference for our local children by investing millions of Proposition 10 tobacco tax dollars each year towards effective programs in early education, health, and family support. FIRST 5 is committed to achieving real and sustainable results towards the successful future of young children and their families.

Using a [cumulative risk factors map](#), FIRST 5 makes strategic investments in neighborhoods where children are exposed to the greatest risk for poor developmental outcomes. [FIRST 5's comprehensive System of Care](#) enables FIRST 5 to focus on providing intensive, tailored services to children and families experiencing the highest level of need, while also working toward shifting community norms and systems that affect the health and well-being of all young children in Santa Clara County.

We take our responsibility for the health and optimal development of children prenatal through age five seriously. We recognize that part of our responsibility includes practicing sound fiscal and contracting practices in addition to developing creative solutions to solve the needs of our communities' youngest children. We are committed to ensuring that effective programs and services are available to our communities' children and families. Our efforts to incorporate systemic change in our communities' programs and services will help support fiscal sustainability and a long-term continuum of services.

FIRST 5 adheres to the highest standards in conducting its business and follows sound policies, procedures and detailed business practices in its fiscal and contracting activities. It is our responsiveness to identifying and addressing community needs that has made FIRST 5 Santa Clara County a model for the rest of the state.

We operate with a 50-member staff, 9-member commission and an annual community investment budget of over \$20M. Proposition 10 funding accounts for approximately 75% of our revenue. The remaining 25% comes from government and foundation grants.

More information can be found at first5kids.org.

THE POSITION

The Deputy Chief of Finance oversees the management of all First 5 finance 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 Deputy Chief of Finance reports directly to the COO and works closely with the CEO to ensure the smooth financial operation of the organization, carrying out the Commission's strategic plan, anticipating risk, and solving problems creatively and effectively. The Deputy Chief of Finance supervises two staff and manages a total team of six employees.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- » Work closely with COO, CEO and department staff to oversee submission of timely and accurate financial reports;
- » Responsible for the preparation, coordination and input of FIRST 5's annual budget;
- » Prepares, reviews and distributes detailed and complex financial reports on budgetary compliance and revenue performance;
- » Analyze and interpret financial information and condition and produces written reports for presentation to the CEO and Commission;
- » Manage annual audit, respond to auditors' comments and take action to address comments and deficiencies noted;
- » Assess financial systems, practices, workflow, and staffing and make recommendations for improvements in efficiency and effectiveness;
- » Ensures consistent tracking and reporting of measures; advises managers on the development of measures;
- » Assure that financial policies and procedures are implemented and maintained;
- » Oversee Contracts including planning, development, implementation, monitoring and evaluation; and
- » Other duties as assigned.



IDEAL CANDIDATE

FIRST 5 is seeking a visionary and experienced leader to serve as the Deputy Chief of Finance. This person will have a strong background in public sector or government finance, audit, and contracting. As a key member of the agency's management team, the Deputy Chief of Finance plays a significant role in advancing the agency's strategic plan and priorities that serve to enhance the organization's mission to support the healthy development of children.

The ideal candidate must be a self-motivated individual with the ability to work in a fast-paced environment. He or she will be collaborative, inclusive, tech savvy, committed to exceptional customer service, and able to motivate and maximize the skills of an experienced, capable staff. Preferred candidates will demonstrate knowledge and experience in governmental budgeting; audit preparation; investment strategy; contracting; grant management; and Federal government regulations and reporting.

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 COO, CEO, 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.

Education and Experience

A Bachelor's Degree at a minimum and a Master's degree preferred; and a minimum of five (5) years management experience as an administrator in a public agency or non-profit organization, overseeing financial and budget operations including grants and contracts, gathering and analyzing information/data to make actionable recommendations to senior leadership, partnering with executive staff to make financial decisions.





COMPENSATION AND BENEFITS

The starting salary range is **\$90,000 - \$130,000** dependent on the experience and qualifications of the successful candidate. FIRST 5 Santa Clara County provides comprehensive benefits including:

- » **Medical, Dental, & Vision**
- » **Time Off:** 20 days of Vacation Leave per year, 10 days of Sick Leave per year, 3 days of Personal days per year, 3 days (24 hours) to be used for volunteer days, 1 wellness day per month, 12 holidays, *and your birthday* each year.
- » **Retirement:** 401(a) retirement plan with a 7% contribution from FIRST 5. A 457(b) retirement plan is also available in addition to the 401(a)

Reimbursement of relocation expense is not budgeted for this position.

HOW TO APPLY

To be considered, 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) by **January 6, 2021**. 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.cpsshr.us/JobDetail?!D=1718>

For more information contact:

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