



Deputy Director

REPORTS TO: Executive Director

EMPLOYMENT STATUS AND WORK SCHEDULE: Exempt, full-time position, 40 hours per work week. Some evening and weekend hours required. Position requires travel locally, statewide and nationally as needed

POSITION SUMMARY

The Deputy Director is an organization-wide leader, and is principally responsible for First 5 Contra Costa'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 ensures that the organization coordinates with partner organizations to advance system development efforts for young children and their families.

The Deputy Director oversees four initiative areas: 1) Family Support 2) Community Engagement 3) Early Intervention and 4) Early Care and Education, providing coaching and day-to-day supervision of the respective Program Officers.

S/he plans, coordinates, prioritizes 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 Public Affairs Manager. In conjunction with the Strategic Information and Planning Manager, s/he ensures that programs and grant outcomes are used to inform future strategy development and support integration across the four initiatives.

ABOUT FIRST 5 CONTRA COSTA

Research shows that a child's brain develops most dramatically in the first five years and what parents and caregivers do during these years to support their child's growth will have a meaningful impact throughout life. Based on this research, California voters passed Proposition 10 in 1998, adding a 50 cents-per-pack tax on tobacco products to support programs for expectant parents and children ages 0 to 5. Since its inception, First 5 Contra Costa has distributed more than \$120 million in Prop. 10 revenues to programs and services that meet local needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

As a direct report and key advisor to the Executive Director, the Deputy Director contributes to the general management of the agency.

Key Areas of Oversight:

- Development and management of strategic programs and systems
- Contracting and monitoring consistent with the requirements of a public entity
- Alignment and coordination with external partners for greater systems effectiveness

Essential Duties:

- Provides deep program knowledge, strategic thinking, and vision to agency leadership
- Assesses existing programs on an on-going basis, and leads future strategy development
- Develops, coaches and supervises staff, empowering them to elevate their leadership and management skills
- Develops annual budgets for First 5 initiatives and collaborates with the Finance and Operations Director to monitor expenditures, making on-going adjustments as needed
- Supports the organization's commitment to diversity and inclusion, and values a diversity of perspectives
- Works with direct reports on professional development and on-going training, and appraises performance
- Participates on the agency's human resources committee to ensure strong, agency-wide personnel performance and satisfaction
- Develops and implements policies and procedures to ensure alignment with State regulations, local ordinances, and First 5 Contra Costa directives
- Represents First 5 Contra Costa in diverse settings and maintains relationships across numerous organizations
- Retains and supervises contractors and consultants, as needed

Systems Leadership and Management

- Identification of intended outcomes in initiatives and across Strategic Plan priority areas
- Development of systems to ensure consistent, high-quality project management
- Alignment and coordination with partner organizations to advance effective systems for families and children in First 5 Contra Costa's priority areas
- Actively participates in collaborative and joint ventures with community and public agencies, representing First 5 Contra Costa's efforts and promoting the needs of families with young children at all opportunities

Contract Monitoring

- Ensures alignment of contractor activities with program goals and strategies, monitoring of contract performance consistent with the requirements of a public entity, and referral of issues in need of further review to the Contracts and Grants Department
- Collaborates with the Strategic Information and Planning Department in the development of reliable and effective information to evaluate and improve systems that support families with young children

Commission Support

- Develops and presents presentations and reports for Commission and sub-committees; supports Commission committees as assigned
- Attends Commission meetings and presides over meetings as designated or directed by the Executive Director
- May be called to stand in for the Executive Director, including executing signing authority, when necessary and authorized

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

MINIMUM QUALIFICATIONS AND EDUCATION

This leader has 10 years (preferred) of progressively more responsible leadership or management experience in non-profit or public sector organizations focused on any of First 5 Contra Costa's systems areas or in social services, health policy or social change. This leader must have a strong understanding of the early childhood development landscape, the formation of multi-agency systems and knowledge of best practices in the delivery and management of contracted services.

Knowledge, Skills & Abilities:

- Knowledge of the early childhood development arena, with a demonstrated passion for First 5 Contra Costa's mission
- 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
- Curious learner who is open to innovation and change as a means to greater effectiveness
- Leadership skills to move teams forward through organizational change
- Excellent written and oral communication skills
- Handles a variety of constituencies and thrives in a complex environment with multiple priorities
- Ability to read, interpret and contribute to financial planning documents and budgets
- Demonstrated commitment to diversity, inclusion and cultural humility; values a diversity of perspectives and encourages contributions by all team members
- Effective people manager who actively provides coaching, guidance and feedback, with humor and humility to accomplish tasks and solve problems
- Navigates ambiguous environments; handles uncertain situations professionally and reasonably; recognizes that ambiguity is inevitable in some processes and accepts that some risks must be

taken to make progress

- Outstanding project management skills; plans, prioritizes and executes while overseeing multiple work streams/projects/departments simultaneously
- Demonstrated analytical and critical thinking skills; provides recommendations with supporting rationale and business reason
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to use Internet Explorer or other widely used and supported internet browsers

Experience:

- At least 10 years progressive management experience in early childhood, education, health or similar settings.
- Demonstrated success and progressive senior management experience in program planning and grants management
- Demonstrated success in working with diverse partners to spread innovative and proven approaches to address organizational goals
- Demonstrated ability to accurately and quickly assess problems, think critically about solutions and lead teams through problem solving
- Experience developing budgets with demonstrated ability to understand and use financial reports for prudent financial management of programs
- Track record of effectively working with grantees, vendors and contractors to achieve organizational goals
- Demonstrated success at navigating political sensitivities and building relationships which support organizational goals
- Strong professional manner, including the willingness to respect and include the perspectives of others with diverse backgrounds and experiences, to adapt to change in a transformational environment and to make productive relationships with stakeholders within and outside the agency

Education:

- Master's or higher degree from an accredited college or university in social welfare, public policy, public health, education public administration or similar field

Preferred:

- Previous work in the philanthropic, non-profit or public sector
- Experience working in or with a funding agency, with an understanding of funding allocation, requests for qualifications, contracting and grant monitoring
- Experience working with governing bodies, including boards of directors, advisory boards, commissions and elected officials
- Knowledge of Contra Costa County
- Bi-lingual in Spanish

Must have a valid California driver's license, automobile insurance, and reliable vehicle

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and expectations required of the position. Duties, responsibilities and activities may change.

SALARY AND BENEFITS

Starting salary is competitive and commensurate with experience. First 5 Contra Costa offers a comprehensive benefits package including health, retirement, and generous leave opportunities.

HOW TO APPLY

Please submit your resume and include a brief letter of introduction that summarizes why you are ideally suited to this position. Electronic submissions should include *Deputy Director* in the subject line and be sent to: HR@firstfivecc.org. Or mail to: First 5 Contra Costa, Human Resources, 1485 Civic Court, Suite 1200, Concord, CA 94520

Incomplete submissions will not be considered. This position will remain open until filled.

First 5 Contra Costa is an Equal Opportunity Employer