



POSITION ANNOUNCEMENT Data and Policy Manager

Reports to: Deputy Director

Department: Administration

Employment Status and Work Schedule

Exempt, full-time position, 40 hours per work week. Some evening and weekend hours required.

About First 5 Contra Costa

First 5 Contra Costa helps young children grow up healthy and ready to learn during the most important time in their development. We have nearly 20 years of experience funding innovative programs and advocating for policies that produce better futures for our children. Since our inception, First 5 Contra Costa has invested more than \$140 million in Prop. 10 revenues to programs and services that help Contra Costa's children get the best start in life.

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.

Core Values: Our everyday work is grounded in our commitment to diversity & inclusion, equity, cultural humility, and community partnerships.

Learn more at www.first5coco.org.

Position Summary

The Data and Policy Manager is a key member of the First 5 Contra Costa Management Team reporting to the Deputy Director. The Manager will be responsible for overseeing our research core strategy, which includes evaluation of programs and efforts, analyzing data and research to inform our efforts, and enhancing our agency's overall approach to be a learning organization, and our advocacy core strategy, which includes policy and budget advocacy at the local, state and federal level for early childhood issues related to our mission and focus areas.

Supervisory Responsibilities

Directly supervises Data and Policy Analysts, Program Assistants and other permanent, temporary, and contracted staff as needed, in addition to consultants.

Essential Duties and Responsibilities

- Supervises research, data and policy-related staff, and provides strengths-based guidance, direction, and training to them, to ensure progress towards agency goals.
- Provides research, evaluation, measurement, data analysis, policy analysis, and advocacy expertise to staff and external stakeholders.
- Oversees, manages, and leads research on issues, policy, legislation, data sources, and other relevant topics relevant to early childhood.
- Oversees, manages, and leads evaluation, data and advocacy efforts related to early childhood and the agency's goals, focus areas, partnerships, and strategies.
- Fosters the agency's capability to interpret and support end-users' application of data, research, evaluation, and analysis findings with an equity lens.
- Proactively identifies feasible methods to enhance the agency's research and advocacy efforts in ways that embrace First 5's organizational values and guiding principles.

- Promotes a culture of strategic learning and knowledge sharing internally and externally.
- Develops and strengthens key relationships with elected officials and decision-makers representing Contra Costa County to advance the research and advocacy goals of the agency.
- Leads, collaborates, and participates in meetings/events with staff, contractors, partners, elected officials, and decision-makers on data, evaluation, research, and advocacy projects, with a focus on continual improvement and promoting the agency's goals.
- Leads, contributes to and supports the creation of reports, presentations, data dashboards, and other products that communicate the impact of and goals of the agency, unmet needs of and issues impacting children and families, and policy and data efforts related to early childhood.
- Facilitates and supports staff, Commissioners, and partners in effectively communicating verbally, in writing and through data visualization, with internal and external audiences about the impact of our efforts, needs of and issues related to children and families, and policy-related efforts.
- Represents First 5 Contra Costa in meetings with the First 5 Commission, other organizations, community groups, media, and the public; attends and participates in a variety of community events and activities, some of which are in the evening and on weekends.
- Triage in a timely manner questions, technical assistance requests, and project requests from staff, contractors and partners.
- Manages multiple projects and staff.
- Supports the organization's commitment to diversity and inclusion and values a variety of perspectives.
- Works independently and as part of a team.
- Develops and manages an annual budget for the department.
- Identifies and selects quality professional services consultants, as needed; and monitors consultant work to ensure successful and timely execution of services.
- Stays current with new and emerging data, evaluation, research, policy, and advocacy trends that are relevant to First 5 Contra Costa's goals and work. Monitors technological and societal changes, and other trends, legal, regulatory, and other changes that may affect the work of First 5 Contra Costa's research and policy efforts.
- Manages and builds relationships, effectively maneuvers political sensitivities, promotes and strategizes direction to accomplish the agency's goals.
- Observes and complies with all First 5 Contra Costa and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

This job description describes the general nature and level of work performed. It is not an exhaustive list of all responsibilities, duties and expectations required of the position. Management reserves the right to add, modify, change, or rescind duties, responsibilities, and activities of the position.

Knowledge and Abilities

- Experience and training in research methods, measurement, data analysis, evaluation, data management systems, policy, and public budget analysis and advocacy.
- Experience designing, managing, and executing evaluation efforts on programs, services, and strategies.
- Experience analyzing and interpreting large data sets, such as the Current Population Survey, American Community Survey, California Health Interview Survey or similar
- Experience designing, managing and executing policy analysis, public budget analysis, and advocacy strategies, in areas of social services, education, or a field related to early childhood.
- Knowledge of the federal, state, and county-level government systems that families with young children interact with.
- Ability to communicate persuasively, both orally and in writing, in varied settings and to different audiences.
- Experience working in collaboration with governmental institutions, legislative officials, and other federal, state, county, and city elected officials and their staff.

- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook, Access) and using statistical software such as SPSS, SAS, STATA, R, etc.
- Demonstrated ability to contribute toward a positive work environment.
- Knowledge of applicable federal, state, and local laws, codes, regulations, and ordinances, as well as industry standards and best practices relevant to the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Experience with techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and First 5 staff.
- Demonstrated ability to quickly develop working relationships with key external individuals to support the agency's goals.
- Knowledge of the social services, health, and education landscape of Contra Costa County preferred.

Education and Experience Requirements

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public policy, public administration, social work, public health, education, statistics, mathematics, data analytics, or a closely related field.

AND

Experience

Five (5) years of experience conducting primary or secondary research, program evaluation, or other data analytics related to early childhood, education, or social services for children and families.

Three (3) years of experience working directly on policy advocacy efforts at the local, state or federal level. Supervision requirement; three (3) years of experience supervising professional staff.

Substitution for Education

Additional qualifying experience may be substituted for the education requirement on a year for year basis. Qualifying experience is defined as full-time work in public policy, research, consulting, program evaluation, or a closely related field.

Licenses and Certifications

Must possess and maintain a valid California Driver's license. Some travel is required. Must provide proof of auto insurance annually.

First 5 Contra Costa COVID-19 Vaccination policy

First 5 Contra Costa prioritizes the health and safety of our staff and has adopted the Contra Costa County COVID-19 vaccination policy for all employees. To be compliant with this policy, all new staff members shall be required to provide proof of their vaccination status or exemption documentation at the start of their employment.

Salary and Benefits: \$113,163.00 to \$141,676.84 Annually. First 5 Contra Costa offers a comprehensive benefits package.

How to Apply

Please submit your resume, a professional writing sample, and a brief letter of introduction that summarizes why you are ideally suited to this position to HR@first5coco.org. Please include **Data and Policy Manager** in the subject line of the email. **Incomplete submissions will not be considered.**

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

Environmental Conditions

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also occasionally work in the field and may be exposed to cold and hot temperatures, and inclement weather conditions.

First 5 Contra Costa is an Equal Opportunity Employer

First 5 Contra Costa is committed to providing a diverse and inclusive work environment for employees and welcomes applicants of all backgrounds. First 5 Contra Costa does not discriminate on the basis of race, religion (including religious dress or grooming), creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions) or gender, national origin, ethnicity, ancestry, citizenship, age, physical or mental disabilities, color, marital status, registered domestic partner status, sexual orientation, gender identity or gender expression, genetic information, medical condition, or any other basis protected by applicable law.