

# *First 5 Contra Costa*

*invites your interest for the position of*



*Finance and Operations  
Director*

## 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 22nd 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 agency is governed by an 18-member commission, nine commissioners and nine alternates who are appointed by the Board of Supervisors. Our Commission is comprised of county and community leaders who are knowledgeable and passionate about early childhood education and the work of First 5 Contra Costa. As important thought partners for our work, the Board of Commissioners meets seven times a year, with committee meetings as scheduled.

Our highly productive staff of 33 is a diverse group of experts in content and administrative areas who are passionate and fully engaged in the success of the agency. One of the many strengths of our team is the ability to collaborate seamlessly across initiatives with an understanding of our shared responsibility to fully support and advocate for families with young children.

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, 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 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.

## Our Strategic Priorities

First 5 Contra Costa continues to thrive in 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's 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.

### OUR VISION

Contra Costa's young children will be healthy, ready to learn, and supported in safe, nurturing families and communities.

### OUR MISSION

To foster the optimal development of our children, prenatal through 5 years of age.

## The Position and Ideal Candidate

The Finance and Operations Director (FOD) role presents an exciting opportunity to partake in the planning and incremental implementation of the organization's tactical plan aimed at optimizing and modernizing First 5's financial, administrative and IT systems within fiscal means. The FOD will work in collaboration with the Executive Director to lead and develop a long-term fiscal sustainability plan for the organization. This role also oversees the management of all First 5 finance related activities, operations, and departments, including the development and implementation of fiscal reporting policies and practices to ensure compliance.

The new FOD closely partners 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. This position supervises staff, including managers, department analysts, coordinators, and temporary staff and/or consultants that handle direct functions related to Finance, Grants and Contracts, Procurement, and Operations. This position partners with Department Heads on special projects to advance the use of technology and efficient functionality of our systems, policies, and practices.

This role will be filled by a visionary and experienced leader who serves as a thoughtful partner for the agency's leadership team. He/she will have a passion and commitment 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, empathetic, and nimble individual with the ability to work in a fast-paced environment. An experienced, engaged, and active manager that is focused on coaching and mentoring staff will be essential as this role is critical to First 5's growth and development, while nurturing a culture of learning and continuous quality improvement.



The selected candidate will 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. The successful candidate must be able to communicate complex budget and finance concepts in a manner that is easily understood by a wide range of stakeholders.

The ideal candidate will be collaborative, curious, humble, inclusive, tech savvy, and committed to exceptional customer service with a knowledge base in governmental accounting and budgeting; significant experience in audit preparation, budget development; procurement, proposal development and financial reporting. This position requires a minimum of seven years management experience, including direct management of finance and administration staff along with a Bachelor's degree in Business, Accounting or Finance from an accredited college or university. Possession of a Master's degree is highly desired and will require a minimum of four years of management experience.

### Priorities for Position

- ◆ Be a strong partner to the Executive and Deputy Directors to move the agency toward systems-change, embody agency values and support the operationalizing of agency strategic priorities.
- ◆ Collaborate with Executive Director to lead, plan and execute new finance and operations strategies identified in the organizational tactical plan based on the Commission approved strategic plan. This work entails long-term planning and development of information technology systems, project management, facility management, and grants and contracts management platforms and applications.
- ◆ Support a highly effective and energetic workplace culture that promotes teamwork, innovation, creativity, learning, and a human-centered approach to service.
- ◆ Successful at navigating political sensitivities and building relationships that support organizational goals and nimbleness.
- ◆ 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.
- ◆ Plan and lead in collaboration with the Executive Director an organizational long-term financial sustainability and fund development plan.
- ◆ Work with Executive Team and outside counsel and consultants to oversee legal matters that include intellectual property, privacy and data collection, public entity governance, real state, tax law compliance, conflict of interest, document retention policies, labor employment law, and other issues as needed.
- ◆ Guide and support the Administrative Analyst and Office Coordinator in the oversight of First 5 facilities including leases, subleases, relocation planning, and facility maintenance and improvements.
- ◆ Lead the planning and implementation of the organization's new Information and Technology (IT) Plan. The Finance and Operations Director will have oversight of the organization's information technology systems and will collaborate with established County liaisons and independent contractors supporting the IT needs of First 5 Contra Costa. This work includes working with the Executive Director and other counsel on long term planning, management of external IT resources, IT security, and ensuring effective internal/external communication, and resource capacity for effective operations.
- ◆ Collaborate with the executive team and HR Manager in the planning, development and implementation of HR employee policies and strategies identified the People and Culture strategy of the organizational tactical plan.

## Compensation and Benefits

The starting salary for this position is \$110,129 to \$131,489 annually and dependent on experience. Reimbursement of relocation expense is not budgeted for this position. This position will also require the ability to work both remotely and on-site as determined by the Executive Director. 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 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.



## The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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This position is Open Until Filled.



If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net).