

First 5 Contra Costa

invites your interest for the position of



*Policy, Strategy and
Evaluation 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 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.

The Position

The Policy, Strategy and Evaluation Director (PSE) is a key member of the First 5 Contra Costa Executive Team (along with the Executive Director, Deputy Director, and Finance and Operations Director), reporting to the Executive Director. The PSE will be dedicated to aligning and strengthening organizational efforts in the areas of policy advocacy, evaluation of programs and services, and overall strategy (communications). This focus will enhance the organization's role as a leader in the development of effective and sustainable services for children and families. This ongoing strategic shift will expand and augment First 5's dedicated efforts to serve as an advocate for policies that sustain and expand systems for those it serves.

The PSE director is expected to position this role as a leader in Contra Costa County supporting advocacy efforts relating to children 0-5 years old and will participate in county, regional and state initiatives to advance policies improving the status of young children and their families. In managing a staff of five, this position supervises staff, including managers, department analysts, coordinators, administrative assistant, and temporary staff and/or consultants that handle direct functions related to this position. The PSE director is responsible for

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.

oversight and coordination of agency-wide policy initiatives, strategic planning including internal and external communications strategies, and evaluation activities.

Key priority areas include leadership of the Agency's overall response to regulatory and legislative changes, conducting best practice reviews, leading strategy development, and planning efforts, developing policy analyses, and overseeing evaluation efforts to support the goals outlined in the Agency's Strategic Plan. Additionally, the PSE Director will devise a comprehensive approach to formulating First 5's advocacy strategies. This includes eliciting broad community engagement, developing useful strategic information, and steering a robust communications effort.

The Ideal Candidate

The PSE will be a strategic thinker, thought partner, and excellent leader, with experience and knowledge in advocacy, research and communications, and a proven ability to lead and influence organizational change, and impact social policy. The ideal candidate must have high standards for excellence and accountability as s/he oversees the work of a team of staff and contractors engaged in advocacy, program evaluation, research, and communications. Excellent problem-solving and strong analytical skills, and the ability to rapidly adapt to changing needs, and emerging opportunities are essential in this role. As a forward thinker who excels at using data to create persuasive information, the PSE will effectively represent First 5 Contra Costa while engaging stakeholders, including residents, providers, agency directors, and First 5 peers in the Bay Area Region.

This position requires a minimum of seven (7) years management experience, including direct supervision of middle-level management staff along with a Bachelor's degree from an accredited college or university in Public Policy, Education, Child Development, Program Evaluation, Social Welfare or similar field. Possession of a Master's degree is highly desired and will require a minimum of four (4) years of management experience.

Priorities for Position

- ◆ Ensure First 5 Contra Costa has a coherent and aligned set of advocacy, evaluation, research, and communications activities that promote First 5's mission; sustains services for children, families, and providers; and communicates the status and needs of children and families throughout the County.
- ◆ Lead First 5's engagement strategies with stakeholders, elected officials, business leaders, community partners, and others in advocacy activities to promote policies that support young children and families.
- ◆ Oversee development of timely and persuasive information describing the countywide trends for children and families in Contra Costa County, collaborating with other agencies as needed.
- ◆ Ensure timely communication of overall impact of programs and activities funded and engaged in by First 5 Contra Costa.
- ◆ Collaborate closely with staff to ensure that data and information development is closely aligned with First 5's strategic plan and with emerging strategic directions.
- ◆ Participate as a key staff leader in developing and reporting progress on First 5's strategic plan.
- ◆ Serve as liaison with F5CC program staff, the First 5 Association and community partners, and may represent the organization at state, regional and local meetings
- ◆ Plans periodic events, publications, and updates relating to local advocacy and policy for children and families, including using existing data and information from local and state agencies, as well as commissioning new information-gathering processes.
- ◆ Oversees evaluation staff and contractors to ensure effective design and implementation of First 5's evaluation framework, and timely development and transmission of data required or requested by outside funders, including the First 5 California annual report; as well as data measures reported on by funded partners are captured in First 5 data systems.
- ◆ Ensures all aspects of the F5CC's accountability framework connected to the approved Strategic Plan goals and Theory of Change, including the design, development and implementation of results-based accountability evaluation plan to measure and monitor the effectiveness of F5CC strategies and programs, ensuring that investments and program planning are tied to measurable outcomes.
- ◆ Work closely with agency communication staff in crafting collateral materials and agency messaging with an emphasis on developing policy recommendations and sustainability strategies informed by current practice, results based accountability (RBA) metrics, and supporting research to action efforts.
- ◆ Provides excellent management and team leadership to ensure high levels of competency and productivity needed to meet agency needs, and to comply with all agency policies and procedures.
- ◆ Negotiates and procures professional contracts as needed and monitors to ensure successful and effective completion of work tasks.



Compensation and Benefits

The starting salary for this position \$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/ 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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The final filing date for this recruitment is August 31, 2022.



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 or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.