

COMMUNITY EMPLOYMENT LISTING FORM FOR FIRST5ALAMEDA.ORG

Note: Job listings will be posted for 2 months. Please notify us if you fill the position or need an extension.

NAME OF ORGANIZATION	First 5 Contra Costa
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POSITION TITLE	Deputy Director
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SHORT DESCRIPTION OF JOB

First 5 Contra Costa has an exciting opportunity for a creative, energetic, and talented Deputy Director. 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. A passion for helping young children grow up healthy, ready to learn and supported in safe, nurturing families and communities will be a defining characteristic of the candidate selected for this important role. 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. S/he leads the design and execution of First 5’s early childhood systems to align with our 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.

A unique mix of skills and experience is essential to ensure that programs and grant outcomes are used to inform future strategy development and support integration across four initiatives. S/he works closely with the Director of Finance and Operations, the Strategic Information and Planning Manager and the Public Affairs Manager. This position reports to the Executive Director and oversees a staff of six.

SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

- Key Attributes of the successful candidate:
- A proven record as a systems thinker
 - A work history of successful leadership and management in high-performance workplaces known for achieving results
 - Initiative and self-motivation as well as the ability to lead and facilitate
 - A warm sense of humor and humility

ADDITIONAL INFORMATION ABOUT THE POSITION

Key Requirements for the position:

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

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.

About Us:

First 5 Contra Costa Children & Families Commission was established in 1999 to support local programs and services designed to help children 0-5 reach their greatest potential in school and life through the development of a seamless, comprehensive system of information and services. Our mission is to help children grow up healthy, ready to learn, and supported in safe, nurturing families and communities.

At First 5 we have fun helping kids! We are a family-friendly organization that employs smart, dedicated people. We offer a comprehensive benefits package including health, retirement, and generous leave opportunities.

HOW TO APPLY OR WHERE TO GET MORE INFORMATION

Visit our website at www.first5coc.org for the full job description and apply now!

Please include with your resume a brief letter of introduction that summarizes why you are ideally suited to this position and why you think First 5 would be a great opportunity for you.