

**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.

<b>NAME OF ORGANIZATION</b>	First 5 Contra Costa
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<b>POSITION TITLE</b>	Strategic Information and Planning Manager
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<b>SHORT DESCRIPTION OF JOB</b>
<p><b>Position Summary</b></p> <p>The Strategic Information and Planning (SIP) Manager is responsible for developing and implementing a comprehensive strategic information plan that supports First 5 Contra Costa's efforts to improve the lives of Contra Costa's young children and their families.</p> <p>The SIP Manager will be responsible for the development of information supporting First 5's increasing role as an advocate for children and families and in support of policies that further First 5's mission. The SIP Manager will serve as a leader in the county for developing information related to children 0-5 and will participate in county, regional and state initiatives to advance the knowledge of the status of young children and their families.</p> <p>The SIP Manager will engage in strategic and thought partnership with the agency's leadership team, particularly with the Executive Director, Deputy Director and the Community Affairs Manager. The SIP Manager seeks out and maintains relationships with other local, regional and statewide organizations similarly developing and using information relating to young children. The SIP Manager also plays a key role in the development and monitoring of the Commission's strategic plan.</p> <p>The ideal candidate is a strong strategic thinker, with experience and knowledge in the development and use of information that makes the case for change in organizational practice and social policy. S/he is a problem-solver and strong analytical thinker who can quickly adapt to the agency's and community's changing needs and opportunities. S/he is a forward thinker who excels at using data to create powerful information. The SIP Manager should have high standards for excellence as s/he oversees the work of a team of staff and contractors engaged in program evaluation and data collection. S/He is comfortable representing the agency with First 5's many stakeholders, from residents to providers, agency directors, and other First 5s.</p>

### SHORT DESCRIPTION OF QUALIFICATIONS NEEDED

#### Minimum Education and Experience

Master's Degree in Public Policy, Child Development, Education, Public Health, Social Welfare, or similar field plus at least five years of project management experience in public policy, advocacy, research or similar endeavor.

For complete job description, please visit our website at:  
[www.first5coco.org/about-us/jobs](http://www.first5coco.org/about-us/jobs)

### ADDITIONAL INFORMATION ABOUT THE POSITION

#### Salary and Benefits

Starting salary range is \$73,785 to \$94,534 full-time equivalent (FTE) commensurate with experience.

First 5 Contra Costa offers a comprehensive benefits package.

### HOW TO APPLY OR WHERE TO GET MORE INFORMATION

Please submit your resume and a letter of introduction that summarizes why you are ideally suited to this position.

Electronic submissions should include Strategic Information and Planning Manager in the subject line and be sent to: [HR@firstfivecc.org](mailto:HR@firstfivecc.org).

Or mail to:

First 5 Contra Costa,  
Human Resources  
(SIP) Manager  
1485 Civic Court, Suite 1200, Concord, CA 94520

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