



*"Success for Every Child"*

## FIRST 5 SAN MATEO COUNTY DEPUTY DIRECTOR

**\$93,000 – 103,000 DOQ/DOE**

First 5 San Mateo County (F5SMC) seeks a ***Deputy Director*** who is a results driven, dynamic leader, and a seasoned professional with excellent relationship, development, and collaboration skills. We seek an influential leader with strong business, organizational, and political savvy, and solid fiscal background in terms of budget development. Joining First 5 San Mateo County is ***an opportunity to positively affect new initiatives, programs, and systemic changes that touch the lives and future of children and families in our community.***



## ORGANIZATIONAL HISTORY

In 1998, California voters made a bold move for the future of the state when they approved Proposition 10, which called for a \$.50 tax on tobacco products. With Prop 10 funds, First 5 was established to ensure utilization of these funds to promote healthy early development and school readiness for California children from the prenatal stage to age five. Each California County has a First 5 Commission that receives funds annually from this tobacco tax to support children in our local communities.

## THE ORGANIZATION

Our mission is to ensure all children in San Mateo County will be emotionally, socially, and physically healthy; have a loving attachment to a parent or caregiver; and live in an environment that promotes learning. We pursue this mission by acting as a funder, a community partner and an agent for change, and focus our efforts in four areas that have the best potential for positive impact toward that goal: Child Health and Development; Family Support and Engagement; Early Learning; and Communication and Systems Change. In 2011 alone, we managed over \$9 million in grants that went throughout the county to benefit over 27,000 children, parents, and service providers.

## THE POSITION

The Deputy Director will oversee Programs, Finance and Administration, an agency annual budget of approximately \$10 million, and 5-6 talented and dedicated staff. Working in unison with the Executive Director, the Deputy Director will implement strategic plan outcomes as they relate to program funding and management. This person will also ensure cross departmental integration between programs, evaluation, fiscal, communications and outreach, and administrative services. This position reports to the Executive Director, and works closely with the organization's Commission, grantees, advisory committees, and other community stakeholders.

**Our ideal candidate** is an experienced organizational leader who is masterful at leveraging the technical expertise of internal and external resources and is a proven professional with strong communication skills, politically savvy, and ability to successfully partner with County agencies and the community. Our successful candidate will be responsible, accountable, and flexible, and desire to cultivate a culture focused on accomplishing our goals, promoting staff's professional development, providing staff a work-life balance, and spawning an environment where people enjoy coming to work.

### ***Preferred background and credentials include:***

- A Bachelor's degree in Early Childhood Education, Social Work, Social Services, Public Health, Public Administration, Leadership/Organizational Development (or related field), and a post graduate degree is desirable.
- Considerable senior level management experience in a like-sized department/organization, with similar organizational responsibilities overseeing funding, budget development, program utilization and/or evaluation and coordination of community resources.
- Knowledge and employment history in early childhood development, social services, public administration, education, or health. Experience working with the public and community based organizations is desired.
- Bilingual in Spanish and English is a plus.



## We are looking for a candidate who will:

### Leadership

- Motivate, support, and inspire staff and cultivate a positive culture where we work hard and have fun doing it.
- Assess organizational strengths and weaknesses to maximize our strengths and address any gaps.
- Use excellent listening, verbal and written communications to be successful in: public speaking, media relations, and clearly articulate our vision and strategy.
- Have excellent project management and delegation strengths.
- Build trust and have the ability to lead up and down in the organizational structure.
- Have strong human resources, employee relations, and organizational development skills to:
  - Oversee recruitment, hiring, and management of staff.
  - Evaluate and manage organization and staff performance.
  - Be a strong advocate for employee growth and advancement.
  - Ensure appropriate policies, procedures, and systems are in place and are followed.
  - Support and guide staff to maximize their expertise, and their ability to work as a team.
  - Nurture effective teamwork between staff, and other key partners.

### Communications / Advocacy

- Become an active First 5 advocate supporting our programs and service throughout the county.
- Have proven excellence in facilitating meetings, planning sessions, and partnering services.
- Develop effective, timely, and accurate communications.

### Programs / Strategic Planning

- Integrate programs, evaluations, fiscal, communications and outreach efforts, and administrative activities.
- Oversee grant contracts to ensure accountability, and maximize outcomes of funded programs.

- Stay up-to-date on program developments, trends, research, and strategies directed at young children, school readiness, health, early education, and family support.
- Integrate evaluation of agency's funded programs and effectively utilize and translate evaluation and program outcomes into continuous process and program improvement.

### Fiscal / Administrative Management

- Prepare, administer and monitor the organization's budget.
- Provide justification on budget items and coordinate budget activities with the Commission's Finance Committee and County Manager's Office.
- With support from a fiscal consultant, or county shared services, prepare for annual external audits in accordance with fiscal and legal responsibilities of the California Children and Families Act.
- Oversee the management of all funding and contractual agreements.
- Design and facilitate improvements to delivery systems in order to maximize efficiency, access to services, customer service, and cost efficiency.
- Work strategically with the Executive Director to pursue appropriate funding opportunities outside Prop 10 funding.

### Community / County / Media Relations

- Serve as spokesperson for the organization in the Executive Director's absence.
- Work collaboratively with County agencies, departments and elected officials.
- Stay updated on new legislation and policy activities.
- Educate key stakeholders in our community about First 5's efforts, services, and outcomes based results.
- Build and sustain effective interpersonal relationships with diverse cultural and economic communities.
- Work closely with other County departments, grantees and community organizations.
- Coordinate with and support the efforts of the First 5 Association of California and the First 5 Bay Area Region.

## Desired Interpersonal Strengths

- Operate with a strong ethical framework and integrity, and uphold public trust.
- Utilize adept problem-solving skills, and a flexible approach to decision making.
- Be passionate and committed and build consensus to achieve common goals.
- Use solid judgment and versatile communication styles.
- Convey confidence in your presence and communications.
- Perform well under pressure, champion change, and successfully manage multiple priorities.
- Demonstrate strong personal values and character.
- Be accessible, open and responsive.
- Be tactically astute, strategic, and focused on the big picture.
- Be dynamic, direct, and results and deadline driven.



## SALARY AND BENEFITS:

**\$93,000 – \$103,000** - negotiable based on qualifications and experience.

This salary range reflects the range at which the position will be offered. The full salary range for the position is up to \$116,000.

**BENEFITS:** The County offers an attractive benefit package that includes: medical, dental, vision, retirement plans (SamCera and Deferred Compensation) health & fitness programs and tuition reimbursement.

## HOW TO APPLY:

This recruitment will remain open until filled, or until First 5 San Mateo County has received enough qualified candidates.

*For first consideration, submit your resume and cover letter by September 14, 2012* to Wendi Brown at:

- [wendi@wbrowncreative.com](mailto:wendi@wbrowncreative.com), or
- Fax to 866-224-1423

**QUESTIONS?** Contact Wendi Brown at:

- 541-858-0376 – Direct
- 866-929-WBCP – Toll Free

*First 5 San Mateo County is an Equal Opportunity Employer*