



Job Announcement

Network Engagement Manager (full-time)

About the Organization:

The First 5 Association of California is seeking an exceptional individual to serve as Network Engagement Manager. This individual will be responsible for developing and executing a statewide strategy to strengthen First 5 capacity in key areas: leadership, community engagement, and systems building. Strategy will be closely linked to the Association's policy and advocacy efforts to expand funding for early childhood. Please view our website – www.first5association.org – for more information about the Association.

Position Overview:

This newly created position will support a new and critical focus for First 5 in California: ensuring that local leaders, public agencies, and community organizations are working together to advance early childhood systems building. For 20 years, First 5 commissions have invested resources in programs and services at the local level, built partnerships with parents and early childhood providers, and promoted the importance of early childhood. As we move into our third decade, First 5 is intentionally broadening our work and focus to welcome and engage new partners beyond early childhood to work with us. At the same time, the Association is working closely with all First 5 commissions on unified policy and communications efforts, to ensure that we speak with one voice about issues.

The Network Engagement Manager (NEM) will work under the leadership of the Executive Director to develop a county engagement strategy, and with other Association staff to ensure that all Association members (county commissions) are in alignment with our policy agenda and communications strategy. The NEM will then work with county commissions – both individually and within regional collaboratives – to develop local engagement plans to build the profile of First 5s as systems leaders.

This is a full-time position, reporting to the Executive Director, working closely with the Association's Policy Director and Communications Director.

Ideal applicants will demonstrate excellent written and oral communication skills as well as substantial policy-related communications and/or media relations experience. The ideal applicant is also highly motivated, flexible, solution-oriented, and an excellent project manager who can meet deadlines and adjust to organizational priorities. The Network Outreach Manager should be a nimble team player who thrives in a very collaborative work environment.

Key Areas of Responsibility:

- Developing and implementing a network engagement strategy
- Providing technical assistance and support to local First 5 commissions
- Providing connections between local/regional activities and statewide policy and advocacy efforts

Primary Responsibilities:

- Assist local commissions with aligning local efforts to statewide network strategy
- Meet with Executive Directors, staff, and Commissioners as needed to represent Association and First 5 network goals and activities. Engage local staff in First 5 network activities.
- Assist commissions in assessing and strengthening local early childhood advocacy capacity as well as building new partnerships beyond early childhood.

- Support planning and co-convene events for regional electeds, funders, school leaders, and other key regional audiences and partners.
- Identify opportunities for raising awareness of First 5 and early childhood issues in general.

Education: Bachelor's Degree (B.A.) or equivalent from an accredited college or university in the fields of Communications, Marketing, Public Affairs or a related field; a combination of education and experience may be substituted.

Qualifications:

- Minimum 5 years of relevant work experience, including early education, children's health and/or family support
- Demonstrated experience working with community groups and community-based organizations
- Demonstrated experience advocating for public policy change or legislation
- Excellent verbal and written communication skills
- Exceptional planning and organizational skills, resourcefulness, and creativity
- Self-motivation, personal accountability, and adaptability
- Willingness to travel across California to meet with local commissions

Location: The Association is based in Alameda, CA. The Network Engagement Manager can be based remotely, although travel to Alameda for weekly meetings will be necessary. In addition, this job will require travel (up to 30% time).

Salary: Salary is competitive and commensurate with experience. Generous benefits.

Application Period: Open until filled.

To Apply: Please send a cover letter and resume (maximum 2 pages) to info@first5association.org to be considered for this position. Candidates should also provide two work samples that demonstrate the breadth of their work to date and areas of interest.