



Kern County Children and Families Commission

Strategic Initiatives Specialist

Job Description & Announcement

Position Goal: Develop early childhood system change initiatives building on existing infrastructure and relationships while incorporating new funding, new partners and innovative methodologies to achieve the intended result.

Primary Responsibilities: Under the general supervision of the Executive Director, the Strategic Initiatives Specialist will support the Commission's long-term strategic vision by:

- Working collaboratively with First 5 Kern staff, community partners and local communities throughout Kern County to research, promote, build and sustain innovative early childhood initiatives supporting life-long health, education, employment opportunities and achievement for Kern County children
- Researching emerging trends, federal, state and local funding opportunities, internal and external collaboration opportunities and providing advice to facilitate decision making about potential new collaborations
- Identifying best practices and developing new projects, pilots, strategic initiatives and partnerships to support First 5 Kern's strategic priorities by drawing on evidence, leading-edge approaches to social innovation and collaborative work with community agencies, civic institutions, donors, staff and other key stakeholders
- Building strong relationships across internal and external partnerships to facilitate collaboration on strategy-led projects
- Working with community partners to identify cross-functional challenges, critical gaps in service, project roadblocks, and find resolution to various issues and communication concerns
- Conduct technical assistance with community-based organizations, providers and public agencies to effectively implement programs and initiatives
- Encourage community-wide data capture and data sharing allowing for more effective evaluation of programs and initiatives

Additional Responsibilities:

- Collaborate with staff to support existing grants, relationships and collaborations
- Help create contracts and grant agreements for complex documents
- Partner with the Executive Director, other staff and Commission members to continuously work to refine and advance the intended impact of First 5 Kern's grantmaking



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- Advocate the Commission's values and priorities in the community and with the general public
- Travel as required to research prospective funding opportunities, programs and events, which may include evenings
- Perform other duties and responsibilities assigned by the Executive Director

Qualifications:

- A Master's level degree recipient from an accredited institution, preferably in Early Childhood Development, Social Science, Education, Public Administration or a closely related field
- Five years of professional experience working in a social service agency or division preferably involving the provision of services to children and families
- An experienced public speaker and facilitator who is comfortable researching, preparing and presenting before professional and community audiences
- A seasoned professional with ten or more years of overall professional experience and five or more years in a programmatic role in a grantmaking organization, including another First 5 entity, foundation, university or as a development professional for a non-profit organization
- Effective working in a team environment and able to drive decision-making processes among diverse partner organizations
- An understanding of the political, economic, and social contexts of communities and interest areas where the Commission focuses its investments, as well as the desire and skills to promote systems change.
- In addition, will have a commitment to social justice and be passionate about developing innovative approaches to investing in high-impact and promising nonprofits ranging from small grassroots organizations to large complex institutions

Desired Skills:

- Bilingual in speaking and writing in both English and Spanish
- Highly energetic, self-motivated and entrepreneurial individual who can work independently with confidence, and seeks out opportunities to collaborate
- Curious and eager to explore and learn new ways to achieve exceptional results in building the capacity of nonprofit organizations
- Strong interpersonal skills, including excellent verbal and written communications skills, as well as a pleasant and professional manner
- Knowledgeable about grantmaking accountability requirements necessary to analyze and ensure grantees are in legal and fiscal compliance
- Experienced and comfortable traveling to meetings and other assignments requiring in-person attendance at locations away from the office
- Competency with grantmaking database management software, customer relationship management databases, and Microsoft Office



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- Experience using social media in a professional capacity
- Follow safe work practices as directed and trained

Health Requirements:

- Completion of physical and substance abuse screening will be required by the Commission upon employment

Salary Range:

- Starting salary range is commensurate with experience
- First 5 Kern offers a comprehensive benefits package

To Apply:

- Complete the First 5 Kern employment application
- Submit a cover letter and resume. Cover letter should describe the specific experience and skills the candidate believes make her/him an ideal fit for the above responsibilities and qualifications
- Provide at least three relevant professional references
- All application packages should be emailed to Roland Maier, Executive Director of First 5 Kern at rmaier@kccfc.org
- The application period is from Monday June 8, 2020 until 5:00 PM on Friday June 26, 2020
- Interviews are set for the week of July 13, 2020
- Go to the First 5 Kern website for more information, employment application, and salary schedule