



Recruitment Announcement -
Key Leadership Position:

Deputy Director

Vision

Children in Sonoma County from the prenatal stage to age five will develop to their fullest potential.

Mission

To maximize the healthy development of all Sonoma County children, from the prenatal stage through age five through support, education, and advocacy.

First 5 Sonoma County's Commitment to Diversity, Equity, Belonging and Anti-Racism

F5SC envisions & contributes to a community & society where everyone can fully & safely participate and be included, regardless of race, zip code, immigration status, economic status or any other defining characteristic.

We will actively work to dismantle white supremacy within our own organization and prioritize partnerships with community organizations with a demonstrated commitment to anti-racism.



Job Description

Summary

Under direction of the Executive Director and in collaboration with colleagues & community partners, the Deputy Director will provide strategic leadership to implement the equity-centered design and execution of F5SC's early childhood investments in alignment with the [Commission's strategic plan](#).

The Deputy will work to position F5SC to sustain and expand the organization's role as funder, advocate, convener and capacity builder, with an emphasis on systems transformation and racial equity. He/She/They will have internal and external facing responsibilities, including oversight of a high-performing team and promotion of an anti-racist workplace culture to implement grant making and other activities through a Targeted Universalism approach; impact measurement, community engagement & communications; catalytic relationships with community partners; interfacing with the Fiscal Operations Team; and serving as a key advisor to the Executive Director.

This position directly supervises a team of four Program Managers and the Research & Evaluation Director.

Responsibilities

- Provide leadership for the Program Team while fostering effective management practices that support collaborative decision-making, clear communication, and a team culture of inclusion and learning.
- Directly oversee work of the Program Managers and Research & Evaluation Director to implement the Strategic Plan and ensure clarity of roles, responsibilities, decision-making, workstreams and equitable workloads.
- Partner with the ED & Finance Director to support agency sustainability by ensuring that staff capacity, financial resources, and operations are prepared to meet opportunities, legal mandates, and external political demand.
- Formulate recommendations to the Commission related to funding allocations for strategic investment areas.

Responsibilities (con't)

- Lead and support strategic planning processes, including needs assessment, engagement with parents and other community stakeholders to glean input and the development of strategic goals and strategies.
- Oversee the integration of the First 5 Sonoma County Framework to Advance Diversity, Equity, Belonging and Anti-Racism into the agency's strategic planning process and implementation to operationalize First 5's equity commitment throughout all activities, investments, and operations; monitor, track and report progress to the First 5 Commission (available for review at first5sonomacounty.org/about/strategic-plan/).
- Develop and establish an Agency supervision and performance appraisal system that reflects a culture of open feedback and accountability.
- Promote clear communication & collaboration internally to advance learning, strategy refinement, problem solving & innovation; and, externally with funded partners to ensure alignment and progress toward goals.
- Ensure preparation of high-quality materials and presentations for First 5 Commission, and other various boards, committees, and commissions.
- Lead procurement/grantmaking processes: RFPs/RFQs, collaborative proposal review processes to determine recommendations for funding, development of contractor scopes of work & measureable deliverables.
- Serve as a strategic partner and advisor to the ED to advance planning processes, implement change management strategies, promote long-term sustainability, support development of the agency budget and long-term financial modeling and support ongoing fund development.
- Provide oversight and support for F5 Sonoma's research, evaluation and data collection efforts, annual reporting and communication of impacts via a Results Based Accountability approach
- Represent the Commission and the Executive Director at meetings and conferences as needed and participate in local and regional planning with other First 5 organizations.
- Perform other duties as assigned.



Qualifications

- Minimum 10 years full-time, progressively responsible, experience in public or nonprofit organizations, including at least 4 years at the senior administrative management level.
- Minimum 3 years full-time experience supervising mid-level managers and/or professional staff.
- Background in public agency administration (particularly First 5) is highly desirable.
- Background in an early childhood development-specific field is highly desirable but not required, however, some kind of education, social or health services background is required.
- Bachelor's degree in public policy, public administration, business, social services, public health, or related field may be substituted for 4 years of experience. A Master's degree may be substituted for an additional year.
- Experience working directly with a governance board.
- Experience with managing public funding.
- Fair, empathetic listener that makes employees feel valued and heard.
- Strong time management skills, communicative of progress and realistic about timelines and barriers.
- Outstanding oral and written communication skills.
- Ability to deal directly and empathically with interpersonal conflict, both internally and externally with partners and community stakeholders.
- Adaptive leadership skills: ability to integrate a range of approaches to achieve goals, objectives and priorities.
- Knowledgeable of:
 - Impacts of racism on organizational dynamics, disparities in outcomes for children and families, public policy and economic conditions and experience applying such knowledge in the workplace.
 - Leading personnel practices and management including training, supervision and performance evaluation.
 - Legislative developments applicable to child health, development and economic supports.



Compensation and Benefits

The starting salary range for the Deputy Director is \$115,000–135,000 and will be dependent on the experience and qualifications of the successful candidate. F5SC provides comprehensive benefits including:

- **Medical, Dental, Vision:** F5SC pays 100% employee premiums & 50% of dependent premiums
- **Annual Time Off:** 2 weeks Vacation Leave (3 weeks after 5 years of employment) and 2 weeks Sick Leave, 14 Paid Holidays, Paid days during Agency Closure between Christmas and New Years Day
- **Insurance:** Short & Long Term Disability plans
- **Retirement:** 401k with a generous employer contribution & match
- **Flexible Scheduling,** including a hybrid remote work option



How to Apply

To be considered, submit a detailed résumé and a cover letter by 12/31/23 to:

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Everyday Impact Consulting, LLC

lio@everydayimpactconsulting.com

For more information about First 5 Sonoma County:

www.first5sonomacounty.org

First 5 Sonoma is an Equal Opportunity Employer and considers all qualified applicants regardless of race, gender, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other classification protected by law.