

First 5 Network Manager / First 5 Network Director*

POSITION ANNOUNCEMENT

Position Overview

The First 5 Network Manager/Director* is an instrumental role driving the implementation of the First 5 Association (F5AC) and California Children and Families Foundation (CACFF) [Strategic Plan](#) and statewide member engagement strategy. They accomplish this through developing a deep understanding of the work of First 5 counties as systems builders, conveners, champions and funders of early childhood priorities; creating learning opportunities for First 5s to improve their work, including with respect to direct engagement with families; and overseeing the First 5 Leadership Network and other First 5 county cohorts. All of their work will be rooted in a commitment to Race, Equity, Diversity, and Inclusion (REDI). This position will inform and influence the organization's policy, advocacy, and communications strategies, and work collaboratively with the entire team.

**The position level for this role (manager or director) will be based on the successful applicant's experience level and background.*

Key Responsibilities

- Possession of or ability to acquire significant understanding of county-level services, systems change efforts, and local impact led by local First 5 counties in California.
- Promote local stories of impact and best practice internally, to member First 5s, and to external audiences.
- Develop and facilitate peer learning opportunities and provide thought partnership to First 5 members on long-standing priority areas and emerging issues.
- Lead member learning and engagement related to Race, Equity, Diversity and Inclusion (REDI) principles and facilitate the First 5 REDI Core Team of advisors.
- Coordinate the First 5 Leadership Network, a cohort-based leadership development program for First 5 staff focused on equity, systems change, and next-generation leadership.
- Build the organization's knowledge of First 5 county investments and outcomes; maintain in-house data files that are accessible to F5AC staff, share findings regularly with First 5 members, update information on an on-going basis.
- Represent local First 5 members and the Association with First 5 California, other state agencies and with advocacy partners; testify at public meetings as needed.
- Participate in Regional Meetings of local First 5 members, and county First 5 Commission meetings if/when possible.

- Serve as a representative of F5AC in statewide meetings and coalition gatherings where First 5s have a specific perspective to share.
- Partner with F5AC departments, (Government Affairs, Communications, and Children’s Policy Center) to offer support to the First 5 members and inform state policy development and advocacy strategy.
- Lead full-scope meeting and event planning, including logistics, content, and evaluation, participates on meeting and event planning teams led by colleagues, and provides direction and oversight of event planning interns and/or contractors, as needed.
- Contribute to the planning, execution, and communication of deliverables to funders as assigned.

Knowledge, Skills, and Education

- Knowledge of California children’s and family issues strongly preferred
- Experience working in a membership organization or leading collective impact efforts is strongly preferred
- Demonstrated knowledge and training on Diversity, Equity and Inclusion (DEI) concepts with an established DEI background is strongly preferred
- Experience working with or within the First 5 Network is preferred
- Knowledge of social systems change concepts and applications
- Demonstrated ability to facilitate networks, groups, and coalitions, with multiple perspectives, toward common purpose and collective efforts; familiarity with adult learning styles, ability to plan and execute webinars, meetings and/or other learning opportunities
- Demonstrated full-scale project management skills and applications
- Excellent communication skills and highly effective presenter, with the ability to convey complex concepts clearly, both orally and written
- Excellent interpersonal skills, approachable, strong listening and synthesis skills, ability to maintain composure in a range of situations, acts with high degree of integrity and trust, dedicated to continuing to learn and grow professionally
- Ability to set priorities and manage multiple projects in a fast-paced, ever evolving environment
- Team oriented, collaborative with capacity to build strong peer relationships and work effectively on cross-functional issues and teams
- Ability to maintain data and information in data systems and/or spreadsheets, and present it in ways that are accessible and useable to a wide range of colleagues

Location and Travel

- Position location: Remote and must reside in California.
- In person meetings in Sacramento, CA at least monthly. Frequent travel within California to connect with First 5 counties. A valid California Class C Driver license with valid automobile insurance or the ability to utilize an alternative method of transportation is required to carry out job-related essential functions.

Compensation and Benefits

Annual Salary is commensurate with experience based on a minimum salary of \$82,000 for a manager or \$110,000 for a director.

First 5 Association is proud to offer a robust benefits package to promote a healthy work life balance. Employee benefits include remote work structure with support to set up a home office; 100% employer paid coverage of medical, dental and vision for employee plus family; retirement with generous employer match; 19 paid holidays (including a 7 day winter break); generous vacation and sick time bank and accrual; flex spending account for medical and dependent care costs; Employee Assistance Program (EAP); Employee Perks (discounted entertainment, retailers, etc.); and, paid group life insurance, short and long term disability insurance.

It is the policy of First 5 Association to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation or medical condition, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.

Please send a cover letter and resume, each as a separate PDF, to applications@first5association.org. Applications will be considered on a rolling basis until filled.

About First 5 Association of California

First 5 Association of California is a member organization that supports the 58 county commissions and works with our members, First 5 California, and many external partners and experts to advance programs, systems and policies to improve early childhood outcomes in California. Grounded in a whole child/whole family framework that advances equity, prevention and systems coordination, First 5 seeks to build comprehensive and integrated early childhood systems of care, with an intentional focus on Prenatal-3 during this critical stage of child development. First 5's policy framework aims to build state and federal systems of care that proactively support the wellbeing of children and families and focus on those farthest from opportunity, recognizing the disproportionate impacts that poverty, systemic racism, COVID-19, and natural disasters have had on low-income people and communities of color.

We encourage applicants to review the Association's three year Strategic Plan, first5association.org/strategicplan, and Policy Action Plan, <https://first5center.org/action-plan> to learn more about the organization.