



REQUEST FOR QUALIFICATIONS (RFQ)
Executive Director

Proposition 10

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-pack tax on tobacco products. Revenue from the tax is deposited into a trust fund, then disbursed with the intent to promote, support, and improve early development of children from the prenatal stage through five years of age. Eighty percent (80%) of these revenues are allocated annually to the 58 individual California counties to benefit children from prenatal to five years old. Each local Commission has control over their own funds and by law is empowered to make local decisions about how funds should be spent. The remaining 20% of the revenues supports statewide programs and research.

State Commission

The California Children and Families Commission is responsible for state-level administration including developing program guidelines, reviewing county plans, and conducting annual program review and evaluation. The nine-member commission also spends 20% of the available revenues annually on mass media and communications, parent and provider education, childcare, research and administration.

First 5 San Benito

The San Benito County Board of Supervisors established the First 5 San Benito Children and Families Commission in 1999 to administer and allocate the County's portion of the Proposition 10 funds. The Commissioners represent county government, public health, social services, education, and early care and education. This Commission is required to adopt a strategic plan to guide how funds will be spent and progress will be measured. Local planning must be consistent with state guidelines, and programs must be reviewed and evaluated annually.

Through the history of the organization, First 5 San Benito has made efforts to respond to the needs in the community and direct funding began in 2001, First 5 San Benito has distributed more than \$8 million within restructured its investments in the community by decreasing funding to grantees and increasing F5 SBC's role in providing direct services in order to serve more children and their families. The 2013-14 strategic plan further refined this funding strategy, and the 2014-17 strategic plan builds on the Commission's prior decisions to invest its resources in a manner that achieves the maximum impact.

Job Description

Summary

Under the direction of the First 5 San Benito Commission, the Executive Director is responsible for directing a complex organization focused on strategic planning, development and leadership of community initiatives, grant administration, implementation oversight and evaluation related to community-based child development programs and services. The Executive Director leads staff, supporting all Commission committees, community engagement, and internal operations to achieve the successful implementation of the Commission's Strategic Plan.

Building on the success of the past Executive Director, who has led the organization for more than a decade and established FIRST 5 as a regional and statewide leader in programming, policy change, and community collaboration, the new leader will direct the next chapter of growth and maturation. Under the direction of the FIRST 5 San Benito Commission, the ED will work to strengthen the organization's financial sustainability, lead the development of new planning and innovations, and co-create the future vision for FIRST 5 along with the external partners and staff. Declining revenue from tobacco sales means that FIRST 5 will have to reexamine how it raises funds from third parties and how it provides grants and sponsors programs. The next ED will lead this external engagement, working to secure new funding and identify opportunities to partner with organizations that maximize impact and unlock shared potential. The ED will also further develop the organizational structure and systems that ensure a working environment in which all of the organization's personnel can thrive.

The Executive Director is hired by and serves at the will of the San Benito County First Five Commission. The Executive Director is accountable to the Commission, serves as the Commission's representative, and should foster professionalism, inclusivity, and approachability. The ED should maintain a high standard of integrity and credibility at all times. The individual must ensure the Commission is informed and must represent the Commission in a manner that is consistent with the Commission's values, guiding principles, policies and established service priorities. Candidates from underrepresented background are encouraged to apply.

Essential Duties & Responsibilities

Duties may include but are not limited to the following:

- Provide executive leadership to guide the development and implementation of First 5 San Benito County's Strategic Plan and Multi-Year Investment Strategy

- Oversees all funding, contractual agreements and organizational resources to ensure accountability and maximize outcomes. Ensure timely submission of First 5 San Benito Annual Report and Fiscal Audit to First California and California State Controller.
- Provides administrative oversight and financial management of the Commission in accordance with applicable, County, State, and Federal rules, regulations and procedures, related but not limited to: budget; revenue and expenditures; and preparation of the annual audit. This includes working with the F5 staff and the County Auditor/Controller (and their staff) who are currently contracted to provide financial services to First 5 San Benito County
- Ensure that the Commission's community investments are evaluated to ensure effectiveness and improve quality
- Ensure that First 5 San Benito Commissioners, staff, and community stakeholders have access to information and opportunities for input and engagement
- Collaborate with statewide partners to build political will, increase investments and establish policies that support young children, their families, and caregivers
- Actively engage with the statewide First 5 Network strategy, including legislative advocacy, alignment of priorities and improving system sustainability
- Oversee all aspects of recruiting, hiring and performance management of First 5 San Benito personnel
- Promotes a positive work environment to maximize staff expertise and their ability to work as a team.
- Oversee the Commission's finance and accounting functions, ensuring compliance with all reporting and audit requirements
- Prepare, present, and oversee management of the Commission's annual budget
- Monitor First 5 compliance with statutory requirements for the use of funds received under the Children and Families Act of 1998
- Develop and pursue opportunities for new revenue and maximizing existing revenue streams to support early childhood development and family resiliency in San Benito County
- Support the Commission Chairperson and Vice Chairperson to convene public meetings and represent First 5 San Benito to the Board of Supervisors, the public, and other First 5 programs
- Stay abreast of current and emerging research trends in early care and education, maternal and child health, parenting, and early child development, and disseminate information to staff and the Commission
- Actively engage in local cross-sector collaborations and initiatives that support accessible and equitable housing, education and economic conditions that impact children and their families
- Prepare detailed reports and correspondence
- Facilitate effective communication with the media on behalf of the Commission
- Model and promote cross-system governance and cross-sector decision-making for issues affecting children and their families
- Advocate for young children and their families by building a shared vision and creating public/political will for programs for young children, inclusive of encouraging

countywide public and private organizations to increase their alignment of resources for improved outcomes for young children and their families

- Actively champion social, economic and racial equity
- Hold and maintain a collaborative leadership style that fosters belonging and empowerment among diverse teams

Required Experience & Education

- A minimum of eight (8) years of progressively responsible professional experience in a public health, public policy, or social services or child development organization, with a minimum of five (5) years in a supervisory or management capacity
- Bachelor's Degree in early childhood, social science, education, health, public policy, public administration or related discipline
- Master's degree or equivalent is highly desirable
- Must be able to pass a fingerprint and criminal clearance.

Required Knowledge, Skills & Abilities

- Principles and theories of human behavior change relevant to early childhood development including early childhood health and early childhood education
- Principles and practices of supervision and employee development
- Principles of community organizing, legislative advocacy, community engagement, and political processes
- Resource development and grant administration practices
- Leading practices in organizational leadership and operations, including fiscal and personnel management
- Activities and funding streams of public and nonprofit agencies and organizations that serve children and their families across sectors
- Policies and practices related to the operations of a Board-appointed Commission (e.g. Brown Act)
- Maintain high visibility in the community and develop collaborative relationships with fellow community leaders across public and private sectors
- Skillfully use a positive viewpoint and sense of humor to develop and sustain relationships
- Supportively manage and mentor staff, delegate tasks and monitor performance without micromanaging
- Effectively manage an organization
- Facilitate change, manage and mitigate conflict and build consensus

- Anticipate fiscal needs, monitor expenditures, and increase cost-effectiveness in program operations
- Provide professional consultations
- Speak and write effectively
- Utilize technology, media and other communications channels to educate, inform and advocate for improvements in child health and wellbeing

Professional Characteristics:

- Cultural humility and commitment to inclusivity and social and economic justice
- Proactive and accountable
- Grace under pressure
- Entrepreneurial and innovative
- Strategic thinker
- Politically astute
- Genuine, personable and approachable
- High level of integrity and judgement regarding confidential and sensitive matters
- Demonstrated ability to foster an inclusive workplace culture that values diversity, equity, and belonging. Collaborative and empowering leadership style that motivates and supports team members to thrive

Physical Requirements

- Regularly required to talk and hear, stand, walk, bend, kneel, and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The role occasionally requires setting up materials for meetings and may involve lifting items up to 25 pounds

Work Environment

- This job primary operates in a professional office environment
- Extensive travel within San Benito County and some travel throughout California, to attend various meetings, conferences, etc.
- Possession of a valid California Driver's License and appropriate insurance

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Deadline for Submissions

Submission of Qualifications by January 1, 2025

First 5 San Benito will conduct interviews beginning January 1st through January 30th, 2025.

Following notification, it is expected that the position will start by February 1, 2025.

Submit qualifications statement to:

ATTN: Sarah Beatie
First 5 San Benito
351 Tres Pinos RD, Suite 100A
Hollister, CA 95023

No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline.

Submissions should be type-written. There is no page limit requirement, but submission should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

1. Include a resume or CV for all consultants to be involved in the project.
2. List at least two recent clients or employers to serve as references, with a brief description of services provided.
3. Include a brief narrative describing your background in public health or education.
4. Applicants may submit a sample of recent work or portfolio.

Compensation & Benefits

The salary range for the Executive Director position \$107,326- \$150,000 and is set by the FIRST 5 San Benito County Commission. The organization provides comprehensive benefits—medical, dental, vision, retirement, etc.—and relocation expenses for this position.

Selection Criteria

Based on a review of responses to the RFQ, the top ranked firm(s) or individuals may be invited for an interview with the Executive Director and Finance Committee. Final selection will be made shortly thereafter.

Questions:

Any questions in regard to this RFQ should be submitted in writing to: Sarah Beatie. Questions may be submitted by email at sarah@first5sb.com or delivered to the address above. Answers to all questions will be provided to all individuals/firms who have requested provided their contact information to Sarah Beatie at sarah@first5sb.com for the purposes of receiving further information regarding this RFQ.

Other Information:

- A. First 5 reserves the right to:
 1. Reject any or all submittals.

2. Request clarification of any submitted information.
 3. Waive any informalities or irregularities in any qualification statement.
 4. Not select any respondent.
 5. Cancel this process at any time.
 6. Amend this process at any time.
 7. Evaluate the qualifications submitted.
 8. Interview respondents prior to award.
 9. Negotiate all final terms and conditions of any agreements entered into.
 10. Issue a similar RFP's or RFQ's in the future.
 11. Request additional information during the interview.
 12. Make inquiries as may be necessary to verify qualifications.
- B. Respondents are liable for all errors or omissions contained in their responses.
- C. Respondents will not be allowed to alter submittals after the deadline for submission. First 5 reserves the right to make corrections or amendments to documents due to clerical errors identified in submittals by First 5 or the respondent.
- D. Any and all costs arising from the preparation of this RFQ and participation in the selection process incurred by any respondent shall be borne by respondent without reimbursement by First 5.
- E. Respondents assume the risk of the method of dispatch chosen. First 5 assumes no responsibility for delays caused by delivery service.
- F. All qualifications submitted will become public record and subject to disclosure.
- G. The individual/organization submitting an application agrees that by submitting an application, the individual/organization grants authorization for the Commission to verify any or all information and/or references given in the application.
- H. All work solicited from the consultant, including data collected, any analysis, and any reports prepared by Contractor during the course of any project, in whatever form, shall be the sole property of the Commission.

PLEASE NOTE: FIRST 5 San Benito is a public entity. Candidates who proceed to advanced interview stages with the FIRST 5 San Benito County Commission and/or additional stakeholders should be prepared to engage in public conversations/disclosure before a hiring decision is made.

This posting is available online at <https://www.first5sanbenito.org/jobs>
First 5 San Benito County's website is <https://www.first5sanbenito.org>