



FIRST THINGS FIRST

Strategic Partnerships and Development Manager

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

First Things First engaged a diverse group of stakeholders to create a Strategic Partnerships and Investments plan. This plan is an effort to more intentionally explore how First Things First can strategically leverage local, state and national resources – public and private – to advance Arizona's early childhood system.

The Strategic Partnerships and Development Manager reports directly to the Vice President of Strategic Partnerships and Investments and has the responsibility to manage and coordinate key strategies and activities of the Strategic Partnerships and Investments plan. The Manager works with the Vice President of Strategic Partnerships and Investments in facilitating partnership protocol and policy development, implementing regional and statewide coordination and capacity building, supporting the cultivation and stewardship of strategic partnerships and fund development including , national and local philanthropy, the business community, federal resources, Indian tribes and nations, tribal organizations, and nonprofit organizations.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possesses the personal qualities of integrity and credibility. She/he will have the proven ability to work independently and within a team environment. An ability to organize, manage, and progress on multiple priorities is essential.

The candidate has a keen entrepreneurial style and is innovative and resourceful in creating opportunities and solving problems. S/he brings outstanding communication skills and can translate complex issues in a concise, compelling manner to a diverse set of audiences.

Typical Duties and Responsibilities:

- Actively support the coordination of SPI efforts statewide to include protocol and policy development with timely and effective pursuit of and responses to partnership and investment opportunities.
- Coordinate the cultivation, solicitation and stewardship of prospective partner/donor relationships. This can involve research, the creation of case statements and direct relationship management.
- Manage the development and implementation of a grants readiness and watch system.
- Work collaboratively to design and implement training and capacity building approaches for board, regional council members and staff.
- Provide data management, as well as, protocol and policy design for a customer relationship management system (donor/prospect management system).
- Participate in the development and management of partnership/donor pipeline tracking and reporting.
- Support the planning and staffing of Strategic Partnerships and Investments committees and workgroups.
- In partnership with the Vice President, represent First Things First in a variety of settings and networking events. Prepare and disseminate information demonstrating the impact of First Things First at a statewide and local level.
- Travel within the regional areas of First Things First to make public presentations and meet with staff, councils and grantees.
- Other duties as assigned.

Qualifications:

- Bachelor's degree from accredited college or university in public administration, business administration, nonprofit management, or related field.
- 3-5 years of fund development, partnership development and grant management experience in high-performing public, private or non-profit organization preferred.
- Knowledge and deep understanding of and previous experience in early childhood development, K-12 education and/or organizations supporting children and families.
- Experience in developing or supporting partnerships through fund development strategies.
- Excellent written and verbal communication skills
- Strong interpersonal relations and oral communication skills necessary to effectively articulate goals and cultivate strong relationships with sensitivity to ethnic and cultural differences.

- Technical skills that ensure effective use of computer hardware and software and other communication devices
- A collegial style and ability to work effectively with staff, board, regional council members, philanthropy partners, grantees and other nonprofits, community leaders, other governmental officials, and the business community.
- Agility in responding to changing deadlines, priorities and requests.
- Commitment to uphold high ethical standards and promote sound business practices.
- Ability to work within a fast-moving environment, set clear goals, and priorities and exercise resourcefulness in meeting objectives while balancing multiple tasks.
- Experience in public presentations and training.
- Creative and solution driven.
- Reliable, regular and punctual attendance at work during core business hours.

Review of resumes will begin on October 21, 2016 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on October 20th to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 24 and has a hiring salary range of \$56,000 to \$62,000. The position is not covered under the State of Arizona Merit system rules.

The State of Arizona offers an outstanding comprehensive benefits package.

RETIREMENT: Positions in this classification participate in the Arizona State Retirement System (ASRS)*.

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