



FIRST THINGS FIRST

NAVAJO NATION REGIONAL DIRECTOR

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and 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 operates through a surcharge on tobacco products. 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:

The Regional Director is responsible for the overall management of the First Things First Navajo Nation Regional Partnership Council which serves the Navajo Nation Region. Office Location: 48 W. Highway 264, Suite 207, Window Rock Arizona 86515.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. The position requires substantial effort to coordinate and work with volunteers; families; community leaders; local, state, tribal and federal government officials; private entities and faith-based groups to improve quality and access to early childhood development programs which effectively prepare children to start school ready to learn. He/she will have an understanding of the issues that have historically impacted tribal relations and demonstrated experience applying that knowledge that effect program delivery in tribal areas. In addition she/he will have the proven ability to work within teams to accomplish multiple tasks, as well as plan and keep multiple projects organized and progressing. Residing in the Window Rock area and the ability to speak Navajo is a plus.

Typical Duties and Responsibilities:

Under the general guidance of the Northeast Regional Area Senior Director, the Regional Director is responsible for supporting the Regional Partnership Council in fulfilling their roles and responsibilities which include:

- Serving as the First Things First representative and effectively working with members of the regional council;

- Building and enhancing strong working relationships with the Regional Partnership Council members, tribal government leaders, tribal departments community partners, organizations and agencies, and programs;
- Partnering and effectively working with the Senior Director of Tribal Affairs to support and strengthen the positive relationships with the Nation;
- Completion of a biannual regional needs and assets report;
- Completion of an annual funding plan which serves as the strategic direction of the Regional Council;
- Management and oversight of the implementation of the funding plan;
- Expanding access to high-quality early childhood development and health resources in the region and assuming a leadership role in addressing the region's needs;
- Coordination and collaboration with various early childhood development and health organizations, agencies as well as a broad range of community partners;
- Leading/facilitating collaboration efforts, both within the region and cross-regionally, including the identification of service gaps, development of strategies to address the gaps, and fostering relationships with community partners that contribute to the development of an early childhood system.
- Increasing awareness of the importance of early childhood development and health;
- Act as the chief spokesperson for the Regional Partnership Council; and,
- Staff all Regional Council meetings and committees as determined by the Regional Council; and,
- Ability to travel throughout the large Navajo Nation region, as well as the northeast regional area (Coconino, Navajo, Apache and Yavapai counties) and to Maricopa County for statewide meetings.

Qualifications:

- Minimum of a bachelor's degree in early education, social work, education, health or other related field combined with practical experience preferred;
- A minimum of three years of experience in working Arizona tribes and nations
- Have a background of progressively responsible managerial or leadership positions in public, private or non-profit organizations, preferably with such experience in the area of providing early childhood development and/or health services to children and families;
- Possess knowledge of early childhood development and health issues, with knowledge of the particular issues facing Arizona, as well as Native American children, and the Indian tribes and nations. Demonstrate the ability to develop successful strategies to address those issues;
- Knowledge and understanding of the Navajo Nation Region;
- Experience working with tribal communities in Arizona, with a preference for experience working on the Navajo Nation;
- Demonstrate high level of knowledge of policies and conditions impacting the young children and families of Indian Tribes and Nations;
- Demonstrate leadership in early childhood development, literacy and/or health programs;
- Possess a demonstrated ability to develop and implement strategic long-range plans that promote program goals such as increasing early childhood development opportunities; increasing access to preventive health programs and health screenings; and providing training and education to support early childhood development providers;

- Possess a collegial leadership style and an ability to work effectively with staff; parents; community leaders; tribal leaders; local governments; public and private entities and faith-based groups to improve the quality of and access to early childhood development and health programs in the region;
- Exhibit highly-developed interpersonal and communication skills, and the ability to effectively articulate the goals, strategic direction and programs of the Regional Council;
- Show a commitment to uphold high ethical standards and promote sound business practices;
- Demonstrate the ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals;
- Demonstrate knowledge, skill and success in generating financial support and developing cross-sector partnerships with public and private sectors and tribal governments;
- Ability to work effectively with a citizen governing board and volunteers to advance the interests of programs;
- Demonstrate strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience;
- Self motivated, creative, solution driven, and detail oriented to meet competing deadlines;
- Cooperative in working relationships, and works well in a team environment;
- Comfortable working with minimal supervision and maintaining multiple responsibilities, and;
- Reliable, regular and punctual attendance at work during core business hours.

Review of resumes will begin on April 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 April 20, 2016 to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 23 and has a salary range of \$58,000 to \$63,000. 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)*.

Effective January 1, 2008 all newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

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