



FIRST THINGS FIRST

PHOENIX SOUTH REGIONAL DIRECTOR

First Things First (FTF), also known as the Arizona Early Childhood Development and Health Board, is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a State Board and 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 ready for school and life. First Things First acts in accordance with our Beliefs, Actions and Performance statements, which are attached.

Job Summary:

The Regional Director is responsible for the overall management of the First Things First **PHOENIX SOUTH** Regional Partnership Council. Office Location: 4000 North Central Avenue, Phoenix, Arizona, 85012.

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. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. The position requires substantial effort to coordinate and work with a governing council, community leaders, government officials and community leaders, private entities, as well as faith-based groups to improve quality and access to early childhood development programs which effectively prepare children to start school ready to learn.

Typical Duties and Responsibilities:

Under the general guidance of the Regional Senior Director, the Regional Director is responsible for supporting the Regional Partnership Council (a volunteer governing board of 11 members) in fulfilling their roles and responsibilities, which include:

- 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;
- Understanding of the importance of 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 and 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;
- Leveraging FTF resources and funding by seeking and securing external resources and funding to advance the early childhood system in the region;
- Increasing awareness of the importance of early childhood development and health;

Success in this position requires:

- Building and maintaining strong working relationships with the Regional Partnership Council members, community organizations and agencies;
- Staffing all Regional Council meetings and committees as determined by the Regional Council;
- Strong ability to execute grants; grant management and oversight;
- Working on multiple teams within a complex internal organization to execute the vision of First Things First and the Regional Council;
- Acting as the chief spokesperson for the Regional Partnership Council.
- Passion and excitement for the mission and vision.
- Established (or a willingness to establish) positive relationships within the communities of the Phoenix South area.
- Strong ability to work with a diversity of people: from parents and families, to civic and business leadership.

Position Qualifications and Competencies:

- Master's degree in early education, social work, education, health or other related field preferred;
- 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 a thorough knowledge of early childhood development and health issues, with knowledge of the particular issues facing Arizona. Demonstrate the ability to develop successful strategies to address those issues;

- Demonstrate a strong record of 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 from both the public and private sectors; and,
- Have competence in working effectively with a citizen governing board and volunteers to advance the interests of programs.
- Experience in, and understanding of, the regional area and the communities to be served.
- Strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience.
- Detail oriented with the ability to manage and meet competing deadlines.
- Strength in abilities to work independently and in maintaining multiple responsibilities.
- Creative and solution driven.
- Cooperative in working relationships.
- Reliable, regular and punctual attendance at work during core business hours.
- Flexibility to attend evening or weekend community or Regional Council events.

Review of resumes will begin on October 12, 2015 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 23 and has a hiring salary range of \$60,000 to \$68,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

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