



# FIRST THINGS FIRST

## COCONINO

### 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 Coconino Regional Partnership Council which serves the Coconino Region. Office Location: 405 North Beaver Street, Suite 1, Flagstaff, Arizona 86004.

#### **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, 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. 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. In addition, he/she will have an understanding of the issues that have historically impacted tribal relations and demonstrated experience applying that knowledge in positions that effect program delivery in tribal areas.

**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 the Tribes that are members of the regional council, Hopi Tribe, Havasupai Tribe and the Kaibab Band of Paiute Indians;
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- 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 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 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;
- Building and maintaining strong working relationships with the Regional Partnership Council members, community partners, organizations and agencies, tribal government leaders, tribal departments and programs;
- Partnering and effectively working with the Senior Director of Tribal Affairs to support and strengthen the positive relationships with the tribes;
- 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, diverse Coconino region, as well as the northeast regional area (Coconino, Navajo, Apache and Yavapai counties) and to Maricopa County for statewide meetings.

**Qualifications:**

- Master's degree in early education, social work, education, health or other related field preferred;
- 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;

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- Possess a thorough 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;
  - 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 and developing cross-sector partnerships with public and private sectors and tribal governments;
  - Have competence in working effectively with a citizen governing board and volunteers to advance the interests of programs;
  - Knowledge and understanding of the Coconino Region;
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  - Culturally sensitive and experience working with tribal communities in Arizona, with a preference for experience working the Hopi and Havasupai Tribes, and the Kaibab Band of Paiute Indians;
  - Demonstrate high level of knowledge of policies and conditions impacting the young children and families of Indian tribes;
  - Demonstrate 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 meet competing deadlines;
  - Creative, solution driven, and detail oriented with the ability to self-motivate and 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 October 1, 2015 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 September 30, 2015 to:

[www.azstatejobs.gov](http://www.azstatejobs.gov)

In the AZ State Personnel System, the position is classified as a Grade 23 and has a salary range of \$60,000 to \$65,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.