



FIRST THINGS FIRST

CHIEF REGIONAL OFFICER

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 Chief Regional Officer is responsible for the strategic leadership and management of the Regional Operations Division. This includes 28 regional partnership councils consisting of over 300 volunteers, and a team of staff to lead, support and facilitate the governance work of FTF regional partnership councils. The position is a direct report to the CEO and as such is a member of the organization's executive leadership team. The Chief Regional Officer directly manages nine direct-reports, including 6 senior regional directors - who supervise the regionally-based staff of the 28 regional councils - and a senior director for operations, a director for leadership and learning, and an executive staff assistant.

The Chief Regional Officer's role is to ensure the efficient operations of the 28 regional partnership councils, and develop and implement strategic long-range plans that promote FTF's vision and mission and advance the early childhood system in each of the regions. This includes increasing access to and the quality of early childhood development opportunities; increasing access to and quality of preventive health programs and health screenings; and providing training and education to support early childhood development providers. Additionally, the Chief Regional Officer is responsible for leading the prospecting, identification, nomination, and onboarding of community volunteers who serve on the 28 regional partnership councils across the state.

First Things First's 28 Regional Partnership Councils reflect the richly diverse communities across Arizona, including Arizona's Indian tribes and nations, and set the strategic direction for their regions by collecting information on the strengths and priorities of their community, prioritizing the needs and developing a plan to address those needs and effectively partnering with the community to ensure success for the children in their communities.

Distinguishing Characteristics:

The ideal candidate brings demonstrable experience that supports the vision and mission of First Things First, as well as a passion for positively impacting the lives of young children and families. S/he is highly motivated and thrives in a team-oriented environment as both a leader and a team member, and is committed to developing talent and leadership inside and outside of the organization. The candidate has a proven track record in a high-performance and complex organization, and can work independently and in concert with First Things First leadership. S/he has outstanding planning, organizational and

implementation abilities with detail-oriented follow-through. 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. The ideal candidate has demonstrated acumen in the business, nonprofit, philanthropic, education and/or government sectors. Key to success in this position is a proven track record of leadership, strategic thinking and implementation, and problem solving. In addition, it is critical that s/he be able to approach the work through a systems building framework while successfully navigating the nuances of a statewide and regional system; consistently developing strong teams and partnerships internally and externally; and providing a high quality set of tools and resources to effectively support regional partnership councils in advancing their early childhood system through the execution of best practices and quality programming for young children.

Typical Duties and Responsibilities:

Regional planning and operations

- Oversee the core functions of regional partnership councils, including strategic planning, annual funding plans and annual allocations totaling approximately \$110 million, community assessments, fiscal and grant management, and recruitment and appointment of regional council members.
- Provide leadership for regional division, including continuous professional development, coaching, mentoring and supervision of staff.
- Develop and implement policies and procedures for efficient operations of the regional division, including annual work plans that put short, mid and long-term strategies into action.
- Coordinate cross divisional collaboration to ensure that organizational policies and procedures and high quality tools and resources are in place for implementation of core strategies.
- Routinely assess and communicate impact of statewide policies, programs, and initiatives on regional council planning operations.
- Remain current on national and statewide policies, programs and initiatives, research and evaluation and overall systems building in early childhood development and health.

Regional Partnership Council relations

- Develop and execute mechanisms for regular communication and interaction between regional councils and the statewide Board through forums, surveys, and regional meetings.
- Provide timely communication and information, in collaboration with FTF divisions, to regional councils on topics impacting their work and decision-making – including but not limited to national and statewide early childhood development and health policies, programs, and initiatives.
- Provide timely technical assistance to regional councils to address region-specific requests and perspectives in carrying out their roles and responsibilities.
- Regularly convene, communicate, and assist regional council leadership in carrying out their role as chairs and vice chairs.
- Support effective coordination between statewide initiatives and regional efforts to ensure alignment and ability to leverage resources and partnerships to advance early childhood systems in each region.
- Identify and support regional council participation in statewide strategic planning and policy setting efforts.
- Support and promote effective relationships between the regional partnership councils and Arizona's Indian tribes and nations.

Ambassador of First Things First

- Represent First Things First in a variety of settings. Prepare and disseminate information demonstrating the impact of First Things First at the statewide and local levels.
- Participate in appropriate partnerships, committees, and networks to expand, strengthen and develop the early childhood system in Arizona and cultivate support for First Things First's mission.

Leadership and Learning

- Oversee ongoing professional development and education opportunities for regional council members across several focus areas, including effective board governance, early childhood development and health policy and practice, community engagement and mobilization, and systems building.
- Support the ongoing development of regional partnership council capacity in carrying out their roles and responsibilities.
- Oversee the annual planning and implementation of the statewide FTF Early Childhood Summit.

Qualifications:

- Background of 8 to 10 years solid, progressively responsible leadership positions in high-performing public, private or non-profit organizations, with experience in public policy and program development.
- Master's degree from an accredited college or university in education, public administration, social work, health or other related field highly preferred.
- Superior and highly effective team leadership combined with experience in shared decision-making management and supervisory skills. Demonstrated ability to work with persons with diverse opinions, work styles and communication styles; and to engage them in meeting the articulated priorities.
- In-depth content knowledge and previous experience in early childhood development and health, K-12 education, state, tribal and federal government, and/or public policy.
- Highly skilled in strategic planning, collaboration, leveraging of resources and implementation of long-range plans.
- Track record of ability to work within a fast-moving and complex environment, set clear goals and priorities and exercise resourcefulness in meeting those objectives while balancing multiple tasks.
- Proven track record in building and sustaining successful collaborations/partnerships, effectively engaging staff, volunteers, parents, early childhood professionals and providers, community leaders, government officials, tribal partners, public and private entities and faith-based organizations.
- Understanding of and ability to work effectively in Arizona's unique and diverse environment.
- Expertise in productively engaging elected and public officials, and local, state, tribal and federal leaders. Solid understanding of state government and legislative operations.
- Understanding of issues that have historically impacted tribal relations and demonstrated experience applying that knowledge in positions that impact program delivery in tribal communities.
- Excellent written and verbal communication skills; particularly adept in public speaking and presentations. Ability to distill complex issues and convey a compelling story in a clear, concise manner in individual, group and conference settings.
- Experience and knowledge in financial and budgeting principles, contract and grant management, grant writing and administration.

- Commitment to uphold high ethical standards and promote sound business practices.
- Technical skills that ensure effective use of appropriate computer hardware, software, databases and other communication technologies and devices.
- Ability to travel throughout the state on a regular basis, and nationally on occasion.

How to Apply

First review of resumes will begin on January 18, 2016 and continue until the position is filled. To be considered, please email your cover letter and resume to:

Holley Mulholland
hmulholland@azftf.gov

(Due to the amount of applications we receive, please no phone or email inquiries)

In the Arizona State Personnel System, this position is classified as a Grade E-3 with a hiring range of \$109,000 to \$120,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

Arizona State government is an EOE/ADA reasonable accommodation employer.

OUR BELIEFS, ACTIONS & PERFORMANCE

We Believe, in order for First Things First to live our Vision, Mission and Values, we:

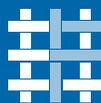
- Respect diverse contributions and perspectives as being fundamental to our success;
- Demonstrate individual and collective responsibility by fulfilling our commitments and excelling in our performance; and,
- Conduct ourselves with personal and professional integrity, acting at all times in ways that bring respect and honor to each other, our work and our organization.

We Act on our commitment to create positive outcomes for Arizona's young children through:

- Efficient and effective stewardship of resources;
- Comprehensive systems approach and organizational planning that focus on clear priorities, realistic expectations and vigorous assessment;
- Open, honest and clear channels of communication that foster trust;
- Continuous inquiry, learning and reflection;
- Coordination and leadership by volunteers, state, local and tribal partners and advocates; and,
- Acknowledgment of and honor for the sovereignty of tribal governments in our work.

We Perform in a manner that:

- Empowers employees' mutual respect, teamwork and ethical behavior;
- Encourages innovation, promotes excellence and creative problem solving;
- Cultivates staff development, provides feedback and reflection on performance, and celebrates success;
- Responds to the evolving nature of our work with flexibility and adaptability; and,
- Creates a positive atmosphere and promotes a healthy work environment and life balance.



FIRST THINGS FIRST

Ready for School. Set for Life.