



First 5 Orange County Children & Families Commission Position Description: Program Manager

About First 5 Orange County

Created by the passage of Proposition 10 in 1998, First 5 Orange County is part of a statewide network that exists to fund programs and services for families and children from prenatal development through age five. Guided by a partnership philosophy, First 5 OC has become a leading convener, collaborator, and evaluator in identifying the conditions and interventions that enable young children and families to thrive. First 5 OC promotes a system-level perspective, recognizing the critical role that seamless, cross-agency coordination plays in improving family experience and child outcomes. We invite you to view more details in our 2019-2024 [Strategic Plan on our website.](#)

Program Manager Opportunity

First 5 OC is seeking a dynamic, experienced individual with a mission-driven approach to support program development and implementation. Reporting to the Executive Director, the Vice President of Learning and Integration executes the vision of First 5 Orange County through an intentional focus on evaluation, partnerships, and communication. This individual sets and champions an organizational culture of continuous learning and improvement, supporting staff members to enable them to perform at their highest capacity.

This is an exciting opportunity to join First 5 OC as we grow our team and continue driving toward our long-term goals of resilient families, quality early learning, and comprehensive health and development for children and families during the prenatal-5 years.

Key Responsibilities

A. Learning

- With the VP of Programs, drives First 5 OC's evaluation agenda. Focuses on understanding what program aspects yield sustainable impact and contribute to economic stability for families in Orange County.
- Culls inquiries and facilitates questions and hypotheses from county partners who seek information to inform program delivery, access, and utilization. Prioritizes evaluation questions for internal pursuit and, where applicable, collaborative pursuit with identified partners.
- Continuously reviews aggregate data to identify trends and developments in the OC early childhood landscape. In collaboration with VP of Programs determines how to bring these learnings to partners for consideration and uses an internal decision-making framework to ascertain what position First 5 OC will take. Uses learnings to inform/support strategy adjustments and development.
- Oversees and supports the efforts of the Senior Manager, Evaluation to identify, prioritize and execute purposeful inquiries, e.g., deployment of national EC network prenatal-3 system coordination assessment.
- Maintains the Conditions of Children Report.
- Directs the presentation and promotion of relevant findings in coordination with First 5 OC's communications strategy.



B. Integration and Partnerships

- Oversees and drives First 5 OC's cross-sector work to facilitate and expedite the buy-in of stakeholders to the importance of investing in early childhood systems of care.
- Explores population trends and resultant program shifts with county partners. Facilitates dialogue with partners to identify gaps in the service delivery system and co-create solutions, including desired outcomes and measurement strategies.
- Manages and supports the efforts of the Director of Partnerships and Government Affairs to form the significant relationships with cross-sector stakeholders that provide First 5 OC the platform to educate community leadership and stimulate action to improve the early childhood system.
- Oversees the First 5 OC Technical Advisory Committee, directly liaising to that group on workstreams, committees, meeting facilitation, etc. Facilitates group dialogue to help unearth emerging issues and service barriers and gaps. Takes advantage of the diverse representation in this group to allow it to be a testing ground for new ideas or methods of work.
- Actively participates in First 5 state network to collaborate with statewide peers and emphasize collective, statewide impact on early childhood issues.

C. Communication

- Develops and leads execution of First 5 OC's communication strategy, including voice, tone, channels, content, messaging, and discrete objectives. Determines appropriate timeframes for progress assessments and refreshes of the communication strategy. Supervises First 5 OC communications consultant and manages progress against identified communication objectives.
- In collaboration with executive team, translates the organization's learnings about early childhood systems into actionable steps for stakeholders to infuse into their work. Educates staff about these actionable steps to ensure consistency of messaging to community leaders. Carefully determines when messages should reflect a persuasive, factual, or provocative tone and coaches team members on these differences.
- Strategizes outreach and approach to different stakeholder groups based on understanding of stakeholder traits and leverage points within or around OC early childhood systems.
- Continuously interfaces and shares information with the internal Program and Finance teams to ensure consistency and identify opportunities for collaboration.
- Presents First 5 OC learnings to cross-sector executive level stakeholders as needed. Represents First 5 OC in local and state settings.
- Cultivates and maintains appropriate strategic alliances and professional relationships. Promotes and supports a focus and understanding of First 5 OC's vision and mission among these groups.

D. Staff Management and Development



- Supervises the Director of Partnerships and Government Affairs and the Senior Manager, Evaluation, including setting annual goals, providing regular feedback on strengths and development opportunities, and conducting annual performance reviews.
- Defines, implements, models, and continuously improves a framework for decision-making to align with First 5 OC's vision and intent to make disciplined, strategic determinations about funding and resource allocations. Provides continuous feedback to the Executive Director regarding progress toward achieving implementation.
- Drives organization-wide staff learning related to systems change best practices and First 5 OC vision and strategy.
- Supports staff with prioritization and professional development.

E. General

- Writes and presents agenda meeting items as needed at First 5 OC Board meetings. Briefs Commissioners in advance of meetings in place of Executive Director as needed.
- Leads internal meetings and initiatives designed to streamline work, improve communication and support the implementation of the First 5 OC Strategic Plan.

QUALIFICATIONS AND EXPERIENCE

Required:

- Master's degree in Public Administration, Public Policy, Business Administration, or related field.
- Minimum 15 years managing projects and teams in complex public or private environments.
- Sophisticated approach to stakeholder management and partnerships in an environment where relationships are based on engagement, trust and shared values rather than direct accountability or hierarchy.
- Demonstrated ability to navigate ambiguous stakeholder situations, think critically, take initiative to identify and solve problems, adapt and change course in response to changing dynamics, and project manage multiple interrelated workstreams.
- Experience taking an innovative, collaborative, mission-driven approach to strategic planning and implementation.
- Demonstrated superior skills in writing, editing, facilitating, and public speaking, including the ability to communicate persuasively and effectively. Proven ability to influence stakeholders to achieve specific outcomes.
- Knowledge of local, state and federal government legislative and budget processes. Familiarity with political dynamics in Orange County and the State of California.
- Advanced Microsoft Excel, Word, and PowerPoint skills.
- Ability to travel in and around Orange County for meetings.



- Ability to attend meetings and events in the evening as needed.

Preferred:

- Familiarity with the landscape of social, educational, and health services for young children and families in Orange County.
- Demonstrated passion for First 5 OC's mission to provide leadership, funding, and support for programs that enable all children to be healthy and ready to learn upon entering school.
- Experience working for a California First 5 county organization or similar organization.

Status: Full-time, at-will employment.

Workplace Environment: This position is based in the First 5 OC Santa Ana, California office. First 5 OC maintains an inclusive, supportive environment, and we promote employee development and autonomy.

Compensation and Benefits: The salary range for the position is \$8,177 to 14,360 monthly. First 5 OC employees receive benefits through the County of Orange system. Applicants should visit the [County's benefits site](#) for a benefits overview.

Application Instructions: We welcome all interested and qualified applicants. Please submit a cover letter and resume to Prop10@cfcoc.ocgov.com