



MONTEREY COUNTY
CHILDREN'S COUNCIL

**BRIGHT
BEGINNINGS**
EARLY CHILDHOOD DEVELOPMENT INITIATIVE



Bright Beginnings Program Lead JOB DESCRIPTION

Overview

The Monterey County Children's Council launched the [Bright Beginnings Early Childhood Development Initiative](#) in September 2012. Bright Beginnings uses a collective impact approach to mobilize change for young children and their families from the prenatal stage to age 8. Launched in 2018, the strategic framework, "[Together, preparing every child for life and school](#)" outlines Bright Beginnings goals, approaches and strategic priorities. Bright Beginnings is supporting work in Monterey County towards two community-wide goals:

- By 2025, double the number of children who are holistically supported so that they are healthy, their development is on track, and they are well prepared for kindergarten.
- By 2023, significantly reduce gaps in kindergarten readiness between children in low-income households and children in non-low-income households.

The Monterey County Children's Council provides general oversight of Bright Beginnings. Backbone staff and consultants support capacity for change and strategic management to implement the initiative's vision and strategy, support aligned activities, establish shared measurement, build public will, advance policy, and mobilize resources. The Backbone staff are hosted at [First 5 Monterey County](#). The Early Childhood Advisory Group provides guidance and technical expertise. Bright Beginnings supports local change projects throughout Monterey County, including within six communities that responded to our call for collaboration in 2014. Bright Beginnings works closely with the cradle-to-career education initiative [Bright Futures](#) (coordinating the work for Goals 1 & 2 of the Bright Futures Initiative), and is an active member of [Impact Monterey County](#) (a hub for collective impact initiatives housed at United Way).

Position Summary

This person provides leadership and strategic management for the Bright Beginnings initiative as a whole, coordinating partners and mobilizing the community to achieve our shared goals, while ensuring Bright Beginnings adheres to its vision, mission and values. This position will be an employee of First 5 Monterey County.

Duties and Responsibilities

Initiative Management

- Draw on collective impact best practices (see [StriveTogether](#) and [FSG](#)), to manage the overall implementation of Bright Beginnings.
- Guide partners in achieving Bright Beginnings' goals. Advocate for and help partners understand and work in alignment with "[Together, preparing every child for life and school](#)". Further develop, maintain, review, and update as necessary this strategic plan, and the evaluation plan for the initiative.
- Manage team dynamics and partnerships, ensuring role clarity and alignment. (See more info on the [governance structure](#))

- Work with Action Teams, and Data & Evaluation staff and/or consultants to maintain, review and update outcome indicators and contextual data. Ensure all team members and partners are aware of goals and related indicators, and working with them in ways that ensure meaningful change for children and families.
- Identify capacity building and technical assistance needs for the initiative and implement processes necessary to engage pro bono and/or paid contractors to provide needed assistance.
- Convene and support the Early Childhood Advisory Group for Bright Beginnings.
- Manage the initiative budget. Identify and secure funding sources to support initiative goals and priorities; write reports for funders.
- Coordinate with United Way, [Bright Futures](#) and [Impact Monterey County](#) backbone staff to ensure alignment.

Strategic Leadership and Communication

- Maintain and develop excellent working relationships with key stakeholders, including the members of the Monterey County Children’s Council.
- Develop communication vehicles and facilitate communication between the early childhood development Collaborative Action Teams (CATs), the Monterey County Children’s Council, the Advisory Group, and the Bright Beginnings backbone (staff and consultants).
- Assist communities and organizations in developing capacity for collective impact implementation, including support for action plan implementation, and identification and use of a shared measurement data system.
- Provide progress reports on implementation of the “Together, preparing every child for life and school” strategic plan, including early childhood goals and indicators.
- Engage partners and cultivate their co-ownership of the work by ensuring periodic reports of initiative progress are developed and disseminated to appropriate audiences.
- Develop engagement and outreach strategies for key stakeholders and specific audiences.

General Tasks and Support

- Oversee independent contractors, including communications consultant and external evaluator.
- Conceptualize, develop, and manage scopes of work and budgets for consultant contracts and partner agreements.
- Work with the First 5 Monterey County Administrative Manager to develop public procurement documents as needed and actively engage and communicate with contractors (consultants) in the conception, development, execution, management, and monitoring of assigned contracts.

Qualifications:

Skills and abilities:

- Strong commitment to Bright Beginnings’ vision, mission, and values.
- Innovative and creative thinking with a commitment and ability to create the conditions for community led systems and practice change.
- Familiarity with collective impact approaches to cross sector collaboration, including a strong understanding of systems change conditions and equity principles. Experience with Results-based Leadership (Results Count).
- Strong project management skills with the ability to manage and prioritize multiple tasks and work autonomously under the pressure of deadlines.
- Superior writing skills with the ability to translate complex issues into a level appropriate for the general population and policymakers.

- Ability to communicate orally and in writing with a variety of audiences, including community advocates, service providers, members of the public, and local officials.
- Strong facilitation skills.
- Bilingual/bi-literate in Spanish is highly desired, but not a prerequisite. A certain level of English proficiency is essential to position.
- Ability to work with diverse people, communities, and cultures, with an understanding of cultural awareness practices.

Knowledge of

- Knowledge of Monterey County (population, issues, challenges, diversity, political climate, policy drivers, etc.).
- People management skills that include diplomacy, fostering a team environment, managing consultants, and managing administrative staff.
- Personal characteristics that include comfort with ambiguity, flexibility, adaptability, inquiry, and curiosity.
- Cultural humility including the linguistic and cultural context of Monterey County, and the broad socio-economic, systemic forces affecting our communities, especially around equity.
- Strong computer skills with proficiency in Microsoft Office (Word, Excel, and PowerPoint), web based communications, social media, some basic design software, and database management knowledge.
- Knowledge of prenatal and early childhood development.

Other Requirements

- Ability to travel independently within Monterey County to attend meetings as needed.
- Eligible to work in the United States
- Available to work before and after office hours on occasion for meetings or to meet deadlines as needed.
- Full time presence at F5MC's office or F5MC designated location is an essential function of the job.
- Must have the ability to work cooperatively within this highly collaborative and diverse work environment
- A certain level of English proficiency is essential to position. Bilingual/bicultural applicants are encouraged to apply.

Physical and Sensory Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility to work in a standard office environment and attend off-site meetings; mobility and manual dexterity to use standard office equipment and handle documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.
- Mobility, flexibility, gross body coordination, and dexterity sufficient to stand, sit, walk, stoop, reach, bend, twist, and turn
- Ability to frequently lift and/or move up to 25 pounds, and occasionally move up to 50 pounds
- Ability to sit for extended periods of time.

Experience, Education, and Training

Any combination of education, work experience and training which substantially provides the knowledge, skills, and abilities as stated in this job description will be considered. Typical ways to acquire those skills and abilities include:

- A Master's Degree in social science, public health, human sciences or related degree and three or more years' experience; or a
- A Bachelor's degree and five or more years of relevant work experience.

Salary

First 5 Monterey County offers an attractive compensation and benefits package. The salary for this position is in six steps and ranges from \$73,881.34 - \$94,293.40 annually. The starting salary is depending on qualifications. The benefits package includes medical, dental, vision care, company paid life insurance, vacation, and a retirement plan that includes an employer contribution