

Job Description and Announcement

Position:	Programs Contract Manager
Classification:	Exempt, Full Time
Position Salary Range:	\$64,480 – \$83,480
Reports To:	Early Childhood Initiatives Director
Deadline to Apply:	May 1, 2023/Open Until Filled

First 5 Fresno County (F5FC) is seeking a Programs Contract Manager to monitor, support, and develop projects and partnerships that further our mission to create a seamless system of quality, accessible services that support the well-being of every child and family. We're looking for a thoughtful and enthusiastic candidate who has an eagerness for learning, relationship-building and serving Fresno County, as well as experience managing projects/contracts.

The F5FC staff is a small, talented team that works on impactful initiatives focused on the first 5 years of life. We are just as invested in our contracts and early childhood advocacy as we are in our people. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. Our goal is to foster a team environment where people show up with their whole selves because we value diversity and inclusion. Whatever your distinctive talent and skills are, you will enhance our team and our mission. No two career paths at F5FC are the same.

As a Programs Contract Manager, we expect the need for some on-the-job learning. If the title seems intriguing, here are some examples of some of the things we'll entrust you with: 1) to work closely with the entire F5FC team to understand the network of partners and services supporting Fresno County families; 2) to create & monitor contract deliverables and budgets between F5FC and community agencies; 3) to develop/maintain collaborative relationships with partners to strengthen connections between F5FC investments and the broader system of family services in urban and rural Fresno County; and 4) to co-lead the coordination of First 5's database to support evaluation and contract reporting activities. *Just in case you are still wondering, this position is focused on administrative partnerships with community agencies and will not work directly with children and families.*

Other General Responsibilities of this position include:

- In partnership with colleagues and community members, participate in the planning, development and implementation of projects and/or initiatives focused on making it easier to raise a family in Fresno County.
- Facilitate meetings and/or trainings for community members and partners, as needed.
- Participate in special projects as assigned, assuming responsibility for the end product.
- Attend Commission/Board and community meetings; prepare and present agenda items as needed.

Some activities within the job description are subject to change based on the needs of agency work and priorities - all in the name of keeping it interesting.

Skills and Characteristics

We're looking for someone who...

- Approaches work and life with curiosity, cultural humility and finds joy in learning from and partnering with people from diverse backgrounds.
- Is committed to investing in the lives of our community's most underserved children and families, including, but not limited to, addressing the systemic forces affecting our communities particularly around race and equity.
- Builds and thrives in positive relationships and collaborative spaces with coworkers and partners.
- Will reflect, learn and grow individually and as a team.
- Has sound judgment and integrity.
- Is quick to take initiative, analyze situations and recommend solutions.
- Is well organized and can manage multiple, overlapping projects with unique tasks and timelines.
- Writes and communicates clearly with others.
- Learns quickly and thinks critically and creatively.
- Is ready and able to adapt to new conditions and changing assignments.
- Is self-motivated and able to work independently and with a team with minimal supervision.
- Has a working knowledge of/experience with the importance of early childhood development and factors impacting family and community well-being.
- Has experience with the Microsoft Suite (Word, Excel, and PowerPoint), Adobe Acrobat, and computer usage.

Education/Experience

- Any combination of work experience, lived experience, education, and training that demonstrates the knowledge, skills and abilities listed previously. Applicants with diverse experiences are encouraged to apply.

Benefits

- Medical Plan, Vision, and Dental coverage
- Health Savings Account and Dependent Care Account available
- Life Insurance Coverage
- 401(a) retirement plan- employer contributed (approx.) nine percent of salary
- Accrual of Paid Time Off every pay period
- Holidays (~ 14 per year)

About First 5 Fresno County

At F5FC we believe children thrive when their families thrive. We invest in and partner with public, private and community-benefit agencies to strengthen our community's supports for families with young children. F5FC invests its dollars through grants/contracts with local community benefit organizations (non-profits) and public agencies that serve young children and their families. Find more information at www.first5fresno.org.

Other Requirements/Disclaimers

- Valid California Driver's License and satisfactory driving record, and auto liability insurance required.
- Ability to travel independently within Fresno County to attend meetings as needed (mileage reimbursed).
- Available to work before and after regular office hours (8 a.m. - 5 p.m.) on occasion, for meetings or to meet deadlines as needed.

- Must have the ability to work in a highly collaborative and diverse work environment.
- English proficiency is essential for the position.

Physical Requirements

While the following are typical physical requirements of this position, reasonable accommodations for individuals with disabilities may be requested and will be evaluated.

While performing these job duties, the employee is regularly required to stand/sit, move about, and perform clerical duties and keyboarding. The employee is occasionally required to reach; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors.

Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment and families visiting the Lighthouse for Children facility. Some travel may be required. We are a remote-friendly (and hybrid) work environment and a child-friendly workplace located in downtown Fresno. *Note: This position does not work directly with children and families.*

How to Apply

First 5 Fresno County is committed to recruiting and retaining staff with talent, skills, education and lived experiences reflective of the diversity of the families we represent in Fresno County. Along with your résumé, submit a cover letter detailing examples of why your experience, background and skills make you an ideal candidate and colleague. Include a list of two professional references who can attest to your pertinent knowledge, skills and experience for this position.

Submissions in response to this announcement must be sent via email to jobs@first5fresno.org by the posted deadline. We can't wait to meet you!

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