BACKGROUND

First 5 LA is one of 58 county commissions created by Proposition 10 in November 1998, to support children from prenatal to age 5. Proposition 10 established a dedicated funding source of a 50 cent-per-pack tax on cigarettes and a comparable tax on other tobacco products, which currently generates approximately $420 million annually statewide. First 5 LA’s estimated state revenue for FY 2014-15 is $88 million, and the budget, drawing on funds committed to in previous years, is $241 million.

First 5 LA is currently developing its 2015-2020 Strategic Plan: Focusing for the Future. The planning process has presented an exciting opportunity for the agency to achieve greater clarity, direction, focus for impact and sustainability for the next five years and beyond. The Board of Commissioners has approved the following:

**Vision Statement:** Throughout Los Angeles’ diverse communities, all children are born healthy and raised in a safe, loving, and nurturing environment so that they grow up healthy in mind, body, and spirit, are eager to learn, with opportunities to reach their full potential.

**Target Population:** First 5 LA will work on behalf of all children 0-5 and their families in Los Angeles County, but will focus on those who face significant risks and challenges to achieving their maximum physical and socio-emotional health and learning potential.

**Ultimate Impact:** Children enter kindergarten ready to succeed in school and life.

**Contributing Goals:** Children 0-5 achieve their maximum physical health potential; Children 0-5 achieve their maximum socio-emotional health potential; and Children 0-5 reach their maximum cognitive development potential.

**Priority Outcomes:** The following outcomes articulate where First 5 LA will invest its resources to achieve the desired impact:

- **Families:** Increased family protective factors
- **Communities:** Increased community capacity to support and promote the safety, healthy development, and well-being of children 0-5 and their families
- **Early Care and Education:** Increased access to quality early care and education
- **Health and Mental Health:** Improved capacity of health, mental health, and substance abuse services systems to meet the needs of children 0-5 and their families

First 5 LA’s Strategic Plan for 2015-20 reflects the Commission’s strategic priority to maximize its impact on behalf of young children and fiscal priority to live within its financial means. The plan represents First 5 LA’s changing paradigm for impact, which reflects a lesser emphasis on discrete direct services that serve relatively few children and greater emphasis on systems change, collaboration, and public policy that can reach children at a larger scale.
In the context of the new Strategic Plan, First 5 LA will focus its resources on six investment areas, with public policy and advocacy representing an important investment area to advance the outcomes it seeks.

The First 5 LA Board of Commissioners is comprised of 17 members (nine voting, four ex-officio, and four alternates). The Board includes voting members appointed by each of the Los Angeles County Board of Supervisors and the County departments of Children and Family Services, Public Health and Los Angeles County Office of Education (LACOE). The Chairman of the Los Angeles County Board of Supervisors is the Chair of the Board of Commissioners.

More information is available at www.first5la.org.

**POSITION SUMMARY**

The Director of Policy and Intergovernmental Affairs is a member of the agency’s senior management team and an organization-wide leader of First 5 LA. The Director is responsible for executing the policy and intergovernmental affairs objectives associated with First 5 LA’s strategic goals. The Director leads a staff team and contractors to inform and influence public policy at the county, state and federal level to support the agency’s intended outcomes. The Director is responsible for proactively building and maintaining strong relationships with elected officials, administrators and opinion leaders at all levels of government – city, county, state and national.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

As a member of the senior management team, the Director serves as key advisor to the Executive Director and Chief Operating Officer, contributing to the general management of the agency and exemplifying the adopted organizational values of collaboration, integrity, respect, accountability, purpose, shared leadership and learning.

**External Focus**

Establishes First 5 LA as a county, state and national leader in policy that benefits children 0-5 and their families.

Provides counsel to the Board of Commissioners, Executive Director and Chief Operating Officer in the development and execution of First 5 LA’s public policy strategy, and fully aligns the work of the Policy and Intergovernmental Affairs department with the goals and priorities established by the Board of Commissioners.

Partners with external stakeholders to create effective public policy coalitions that align with First 5 LA’s Strategic Plan priorities and investments at the county, state and national level.

In partnership with other First 5 county commissions, the State Commission, and the First 5 Association of California, contributes to developing an effective policy and advocacy program for First 5s statewide with state government. Actively helps to shape coordinated efforts among the First 5 Commissions based in Southern California.
Seeks opportunities to leverage local governmental resources through communication and collaboration with Los Angeles County, including work with the Board of Supervisors and their offices, County departments and Commissions.

Seeks opportunities to leverage state and national resources for Los Angeles County through communication and collaboration with state and national administrations.

Represents First 5 LA before policymakers, stakeholders, grantees, and the general public.

Supports the Executive Director and Chief Operating Officer as external representatives of First 5 LA as needed. May serve as an organizational spokesperson with the media.

**Internal Focus**

Leads the Policy and Intergovernmental Affairs department in the overall strategy to further develop and execute the policy goals outlined in First 5 LA’s 2015-20 strategic plan.

Oversees the design, implementation and evaluation of the comprehensive policy effort including: legislative advocacy, use of social science research/data, coalition building, grassroots/grasstops organizing, and strategic communications.

Plans and administers $5.8 million program budget and approximately $1 million operating budget for 2014-15. *

Supervises internal department team of seven. Personnel management responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; motivating, rewarding and disciplining employees; addressing complaints and resolving problems. *

Oversees effort to solicit, select and manage contractors to represent the agency in Sacramento and Washington, D.C. Manages these contracts to ensure that First 5 LA is receiving full value from these contractors, and works collaboratively with them to identify opportunities that move forward First 5 LA’s policy agenda.

Oversees management of the department’s grants portfolio with a focus on leveraging existing grantees, making new investments, building-up grantee organizational capacity for advocacy, and coordinating the work with key stakeholders and strategic partners.

Partners with internal colleagues to collaborate and advance public policies that support the most effective execution of organization-wide outcomes. Key internal partnerships include collaborating with Communications & Marketing on communication strategies and plans that support public policy objectives, and Research & Evaluation department on policy-related investments.

*Expected growth with adoption on 2015-20 strategic plan which emphasizes systems and policy change.
QUALIFICATIONS

Education

Bachelor's Degree (B.A.) degree from an accredited college or university in the fields of social science, health, education, public policy, public administration or a related academic field. Master’s or Law degree preferred.

Experience

A minimum of ten (10) years of professional experience in policy development, analysis and implementation in support of program/priority outcomes. A minimum of five (5) years of experience in personnel management. Experience within legislative or executive branches of government preferred.

Demonstrated experience in successfully designing, implementing and evaluating comprehensive policy efforts including: legislative advocacy, use of social science research/data, coalition building, grassroots/grasstips organizing, and strategic communications.

Experience being a member of a team committed to modeling organizational values, applying critical thinking and analysis to the work, and holding each other accountable for organization-wide outcomes.

Experience in the field of policy issues related to young children and their families, and a broad enough perspective to recognize opportunities to move forward a legislative or regulatory agenda.

Track-record of using a shared leadership approach to working with a well-educated, professional team that fosters a climate of trust, facilitates relationships and fosters collaboration within the department staff.

Track-record of effectively working through grantees, vendors and contactors to achieve agency policy goals.

Knowledge & Abilities

Knowledge of the policy-making process at the city, county, state and national levels.

Knowledge of the political landscape and relationships with key players in L.A. County and Sacramento.

Strong analytic skills to assess the most effective strategies and policies for improving outcomes for children 0-5, and an ability to think strategically about how to advance policy conversations.

Ability to strengthen the capacity of policy grantees, and leverage agency investments by creating systems and processes for real communication and collaboration between grantees and other coalition partners.
Understanding of the ethnic, cultural, geographic and socio-economic diversity of the population served by the agency.

Understanding of the current health, early education or child welfare issues at the federal, state and county level, a plus.

**Personal Qualities**

Impeccable integrity, positive attitude, mission-driven and self-directed with a demonstrated passion for First 5 LA’s mission.

Ability to contribute to the development of a shared vision, appeal to common ideals and enlist others in imagining the possibilities. Reputation for experimenting and taking calculated risks.

Successful coach and mentor who develops competence and confidence in others, and objectively and equitably holds people accountable for results.

Goal oriented, but realistic. Able to recognize and celebrate successes, even partial or incomplete victories.

Politically astute and tactful: attentive to the perspectives and competing interests of various internal and external stakeholders.

Fundamentally respectful of others, committed to diversity and inclusion: values a diversity of perspectives and encourages contributions by all team members.

Adaptable and reliable in the face of conflict, crisis, or changing priorities.

Understands and values quality improvement, applies managerial and technical skills to measure and improve efficiency and effectiveness.

Rapidly acquires knowledge, exercises good judgment in its application, and effectively manages overlapping projects and deadlines.

**Language Skills**

Active and engaged listener. Authentic and genuine interpersonal skills.

Excellent and experienced communicator, with a demonstrated record of making effective and persuasive presentations on controversial or complex topics to a wide range of audiences.

Ability to read, analyze, and interpret the most complex documents. Ability to edit, and provide feedback and coaching to staff on their written work, presentations and speeches. Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, legislators, and Commissioners.
**Computer Skills**

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers.

**Travel Requirements**

This position requires travel locally, statewide and nationally as needed.

_The statements in this narrative represent typical elements, criteria, and general work performed: they are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the position._

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**COMPENSATION & BENEFITS**

**Compensation**

Competitive senior executive salary commensurate with experience.

**Health**

First 5 LA pays for 100% of the premiums for employee and dependents for medical, dental, vision benefits, and for employee’s life and long-term disability insurance policies; benefit eligibility takes effect on the first of the month following 30 days of employment.

**Retirement Savings**

First 5 LA offers a 403(b) retirement savings plan through The Standard. Effective January 1, 2015, First 5 LA will make a non-elective contribution of 3% of salary for 0-5 years of service. The contribution, based on length of service, is as follows 4.5% for years 6-10; 6% for years 11-15; 7.5% for years 15+.

In addition, First 5 LA will match 100% of an employee’s contribution, up to 3% (depending on years of service); a matching benefit of 1% of salary will be available from the first day of employment.

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**APPLICATION PROCESS**

Please direct all inquiries, recommendations and resumes to Julie Justus McGinity, Principal, Justus McGinity Executive Search at First5LApolicy@j2mconsult.onmicrosoft.com. Interested candidates are encouraged to submit resumes promptly. There is no established deadline for the submission of applications: resumes will be accepted until the position is filled. Only candidates who move beyond the review of submitted written materials will be contacted.

**Equal Opportunity Employer**

_First 5 LA and Justus McGinity Executive Search do not discriminate on the basis of race, color, creed, sex (including pregnancy, childbirth or related medical conditions and gender), religion, marital status, registered domestic partner status, age national origin or ancestry, physical or mental disability, legally protected medical condition, including genetic characteristics, sexual orientation, or any other status protected by federal, state or local laws. It also pertains to a perception that anyone who has any of those characteristics, or is associated with a person who has, or is perceived as having one of those characteristics, to the extent required by law._