KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

<table>
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<tr>
<th>Position Title: Evaluation and Impact Manager</th>
<th>FSLA Status: Full Time, Exempt</th>
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<td>Reports To: Evaluation/Program Director</td>
<td>Salary: $69,950 - $92,877*</td>
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*Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate’s relevant experience, and internal equity.

Background:

At First 5 Kern our vision is that one day all Kern County Children will be born into and thrive in supportive, safe, loving homes and neighborhoods and will enter school healthy and ready to learn. We have built a strong reputation as an expert and advocate for children, prenatal to 5-years-old, and their families. Working in partnership with the programs who receive First 5 Kern funds, and local community partners, the lives of thousands of Kern County Children and families have been positively impacted.

Established through a tax on tobacco products, First 5 Kern is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10). Our mission is to strengthen and support the children of Kern County 0 to 5-years-old, and their families. We accomplish this by empowering providers through integration of Services with an emphasis on Health and Wellness, Parent Education and Support Services, and Early Child Care and Education.

Benefits:

We offer a comprehensive benefits package that includes but is not limited to Medical, Dental, & Vision Coverage, Employer Paid & Voluntary Life & AD&D Insurance, Long-Term Disability Insurance, Retirement Plans, and more. We also offer generous paid time off and 12 paid holidays per year.

Position Description:

The Evaluation and Impact Manager, under the direction of the Evaluation/Program Director, is part of a collaborative team responsible for planning and implementing the Commission’s strategic priorities and contributes their expertise to carry out the goals of the organization. The Evaluation and Impact Manager manages and designs evaluations to measure and demonstrate First 5 Kern’s program and investment outcomes and impact, monitors the performance of programs and agencies that provide services contracted by First 5 Kern, and informs continuous program improvement and strategic planning efforts. The specific projects overseen by this position may change over time, dependent on the First 5 Kern strategic plan and budget.
Essential Duties and Responsibilities:

Evaluation:

• Evaluation of First 5’s community programs and investments to support continuous improvement; Ensure alignment of funded initiatives and activities with program goals and strategies and monitor contract performance.

• Designs, conducts, and/or oversees all agency evaluation projects and contracts, including community participation, evaluation design, development of instruments, data collection, data analysis, report writing, and communication of results.

• Researching emerging trends, federal, state and local funding opportunities, internal and external collaboration opportunities, and providing advice to facilitate decision making about potential new collaborations.

• Ability to prepare questionnaires and other survey instruments; gather, compile, and analyze research data, and to present data in tabular, graphic, and pictorial form; prepare and work clear and comprehensive reports. Capacity for independent and creative thinking and writing on research and statistical problems.

• Participates in agency strategic planning process, with a focus on needs assessment (internal and external) and development of recommendations based on evaluation data.

Program Support:

• Recommends program or service delivery changes and/or changes in business practices and data collection in collaboration with internal staff and external partners to ensure evaluation projects are designed and carried out appropriately and effectively.

• Develops and provides training and technical assistance to build the capacity of other First 5 Kern staff, partners, and funded programs to engage in data collection and reporting, evaluation activities, and results-based accountability.

• Monitors, reviews, evaluates, and reports on the programs and services of funded agencies, working closely with the finance department; reviews contract programs and services; makes recommendations regarding service delivery; monitors contract program performance against projected performance to ensure that program objectives are met; conducts site visits; recommends corrective action if necessary.

Community Partnership and Initiatives:

• Develops plans for sustainability of programs in collaboration with agency leadership and Program Officers. Plays a role in promoting and navigating sustainability efforts with community partners, collaborating with partners to ensure effective program design, delivery, and coordination of services.

• Working collaboratively with First 5 Kern staff, community partners, and local communities throughout Kern County, to research, promote, build and sustain innovative early childhood initiatives that will support life-long health, education and employment opportunities and achievement for Kern County children.
• Develops and maintains relationships with community partners, stakeholders, and government agencies as needed to carry out evaluation plans.

• Prepare background materials, gather informational resources, identify and engage individual experts and develop proposed action strategies to frame and advance the Commission’s work on key trends and emerging issues for the early childhood sector.

• Partnering with the Communications Manager to use evaluation and data to tell the story of First 5’s work, and the impact of public investments in early childhood.

• Develops reports for the agency leadership, the Commission, legislative, governing, and advisory bodies, the public, and for publication and presentation at professional conferences.

• Assists in the development and procurement of programs and services utilizing Request for Proposals, Request for Qualifications, or other procurement tools.

• Collaborate with staff to support current and upcoming grant opportunities. Help create contracts and grant agreements for grants.

Desired Minimum Qualifications:

A bachelor’s degree or equivalent in health and human services, public health, public policy, public administration, social work, early childhood, or a related field. Master’s degree preferred. Experience in a similar position with a local Proposition 10 Commission may substitute for the college requirement year-for-year.

Knowledge of local early childhood arena and children’s issues is a plus.

Experience in program administration, evaluation, and reporting. Preparation and administration of budgets, grants and contracts.

Knowledge, Skills & Abilities:

• Supports change management, effective agency structures, communication, and culture.

• Ability to learn early childhood development theories and practices, including research-based, best, and emerging practices.

• Knowledge of administrative and office procedures and systems such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), managing files and records, and designing forms.

• Ability to promote teamwork and program integration within and across program strategies.

• Work collaboratively with staff, community agencies and stakeholders.

• Demonstrate cultural awareness and sensitivity in a variety of contexts.

• Communicate effectively orally and in writing to staff, the Commission and the public.

• Read, analyze and interpret common professional publications, legislative or policy
documents, financial reports and related business documents and information.

- Facilitate groups and manage meetings effectively.
- Communicating with people outside the organization, representing the organization to funded programs, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Gather and analyze data; prepare clear, concise, and effective reports and recommendations; analyze complex problems, consider alternatives, project consequences and adopt appropriate solutions.
- Exhibit initiative, integrity, and sound judgment; coordinate multiple activities; work with minimum supervision; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions.
- Mission-driven and self-directed, with a demonstrated passion for First 5 Kern’s work to strengthen and improve child outcomes.
- Follow safe work practices as directed and trained.
- Define and creatively address problems or challenges requiring analysis of multiple variables or situations, collect and analyze information, consider alternatives, and draw valid conclusions.
- Knowledge of principles and practices of results-based accountability with an ability to provide insights and draw conclusions from evaluation data and other learnings.
- Bilingual English/Spanish is desirable.

Work Environment:

- Some travel, primarily within the County and State to attend various meetings and seminars.
- Requires working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds (e.g., easels, flip charts, refreshments, brochures, etc.).
- Possession of a valid California driver’s license, acceptable DMV printout and adequate auto insurance coverage.

EOE Statement:

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.” First 5 Kern County strongly encourages women, people of color, LGBTQIA+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.