

READY REGIONS REGIONAL MANAGER

DATE CREATED:	July 2023	FLSA:	Exempt
REPORTS TO:	EXECUTIVE DIRECTOR	FTE:	Full-time 1.0
SUPERVISES:	Contractors/Sub-contractors	SALARY RANGE:	\$45,000-50,000 (\$5,000 Signing Bonus)
		BENEFITS:	Paid Sick and Annual Leave 12 Paid Holidays IRA (3% company match)

BACKGROUND

FirstSpark, formerly Smart Beginnings Virginia Peninsula, is the lead agency for Virginia's new regional approach to early childhood systems building and comprehensive community-driven coordination. In this role, FirstSpark serves as the backbone organization and facilitates community leaders working together across social and business sectors to improve conditions for young children prenatal to age 5. While the focus is on strengthening quality and access to early childhood education, the intent is to build lasting impact with broad community engagement and buy-in through a shared model of accountability. We use a Collective Impact approach to tap into community needs and assets, facilitating action on community-driven priorities. We are actively working to establish structures that engage families of young children in this process. The region is comprised of the Northern Neck and Upper, Middle, and Lower Peninsulas.

JOB SUMMARY

The Regional Manager works collaboratively with the FirstSpark Directors and the Ready Region Chesapeake Bay (RRCB) team and is responsible for guiding RRCB's implementation and refinement of a shared governance model in partnership with local partners. This includes the co-creation of a Common Agenda with partner input that leads to strategies for impact in the 0-5 population. The Manager will lead ongoing community engagement strategies that support the deliverables of RRCB. This includes developing a regional coalition structure with FirstSpark staff serving in a neutral capacity and providing ongoing support to community partners involved. The Manager will also lead at least one local partnership council and oversee contractors of two other local partnership councils, guiding the vision and overall strategies as they emerge. This includes meeting design and logistical support for these stakeholder groups. The Manager interfaces with individuals, programs and organizations to forge public/private partnerships on priorities that lead to more comprehensive, integrated and coordinated early childhood development and health services in the region.

ESSENTIAL ACCOUNTABILITIES & RESPONSIBILITIES

I. Regional Early Childhood Systems Building, Local Partnership Group Support and Coordination

1. Convene, lead, collaborate and support early childhood partners in Ready Region Chesapeake Bay to create comprehensive birth to five local planning groups and an overarching Regional Coalition structure
2. Lead activities that build regional collaboration and culture, engaging diverse community partners, and facilitate region-wide buy-in for shared accountability and benefit
3. Ensure that the regional coalition and local partnership groups include family-level representation *and* high-level decision-makers representing key stakeholders in the region
4. Oversee implementation of the project, including clearly articulated goals and objectives that lead to a common agenda and stated outcomes with equity at the center
5. Serve as an advisor and thought partner on all aspects of the project including but not limited to: locality planning groups and coalition structure, shared governance model, community engagement strategies, data collection and design
6. Demonstrates systems thinking to understand how best to improve collaboration and decision-making, drawing connections between this work and other work in the community.
7. Use the Clear Impact Scorecard and other tools to guide and plan for strategic direction with the coalition and local groups; work with the evaluation contractor to use current data for the region that drive long term goals, recognizing patterns and challenges

II. Communications, Branding and Logistics

8. Effectively communicates the vision, goals and strategies to community partners and stakeholders
9. Serve as the neutral listening/reflective party, promoting inclusivity and brave spaces for conversations, even when difficult
10. Ensure there are mechanisms for all partners to ask questions, raise concern and provide constructive feedback
11. Ensure all written and verbal communications align with FirstSpark, Ready Regions and VQB5 brand guidelines
12. Ensure groups meet regularly, that meetings are well-conducted, incorporate an equity lens, are productive and result in agreed upon action(s)

OTHER DUTIES Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TRAVEL Travels regularly in the entire region and to required statewide meetings.

QUALIFICATIONS

- Bachelor's degree in relevant field (i.e. education, human services) AND
- A minimum of two years of management experience in community-based non-profit, government or similar organization
- Experience leading community-based initiatives with tracked results, using a data-inspired approach such as collective impact, results-based accountability, asset-based community development, or other types of community organizing
- Background in organization development and project management preferred
- Working knowledge of early childhood development and health systems

COMPETENCIES

- Demonstrated success in leading groups of stakeholders (collectives) to achieve strategic goals (impact)
- Proven competency in facilitation, ability to synthesize thoughts and to "think on your feet" in a group setting
- Ability to build and sustain relationships
- Exceptional skills in cultural sensitivity and diplomacy to work alongside individuals at all levels
- Demonstrated ability to manage multiple priorities in a context of change and ambiguity; to adapt to changing needs or momentum
- Working knowledge of public relations, marketing and resource development
- Strong oral and written communication skills and proficiency in writing correspondence, messaging, reports, and presentations
- Ability to preserve confidentiality of information and exercise discretion
- Ability to work with minimal supervision while recognizing scope of authority, keeping Directors apprised of unusual situations
- Fully proficient in Microsoft 365 and Google Suites; adept at deploying office-specific equipment and software once trained

SIGNING BONUS: This position is eligible for a one-time \$5,000 signing bonus. The signing bonus will be paid in two (2) increments: \$2,500 upon completion of 60 days of employment, and \$2,500 upon completion of a satisfactory 6 month review. To receive the signing bonus, you must be an active employee in good standing.

ESTIMATED ON-THE-JOB TRAINING TIME: A professional development plan will be developed for the 3 and 6-month periods. A work plan will be co-developed for each stage of success.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

EEO STATEMENT: SBVP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

SIGNED ACKNOWLEDGEMENT ONCE HIRED constitutes employee's understanding of the requirements, essential functions and duties of the position.

If interested in applying for the position, please send a cover letter and resume to:
jobs@firstsparkva.org