



EXECUTIVE/FINANCE COMMITTEE SPECIAL MEETING AGENDA

Tuesday, October 24, 2017 at 11:00 am.

Conference Call

Tampa, Florida 33614

Call-in: 866-866-2244

Access Code: 5194796

I. CALL TO ORDER

- A. Quorum Verification
- B. Approval of Minutes for October 16, 2017 Executive/Finance Committee Meeting (Pg. 2)

II. PUBLIC COMMENT I

Individuals wishing to address the Early Learning Coalition of Hillsborough County Board of Directors must complete a Public Comment Request Card and submit it to the official recorder prior to the noticed start time of the meeting. Said comments will be limited to three (3) minutes per individual on a first come, first serve basis, and only at such time as is identified on the official meeting agenda for public comment. All public comment in Public Comment I must pertain to an item on the approved agenda.

III. OLD BUSINESS

IV. ACTION ITEMS

- A. Approval of the Request for Proposal (RFP) for an Executive Search Firm (Pg. 3) H. Sovich

V. DISCUSSION ITEMS

VI. ADJOURNMENT

UPCOMING MEETINGS

Waitlist Elimination Committee Conference Call- Tuesday, October 31, 2017 at 1:00 pm

Board Retreat- Monday, November 13, 2017 from 12:00 pm – 2:30 pm.

Board of Directors Meeting- Monday, November 13, 2017 at 3:00 pm.

EVENTS

Day of Play- February 2018



EXECUTIVE/FINANCE COMMITTEE

UNAPPROVED MINUTES

Monday, October 16, 2017 at 3:00 pm
6800 N. Dale Mabry, Suite 158
Tampa, Florida 33614

MEETING ATTENDANCE

Facilitator: Aakash Patel, Chair

Committee Members Present:

Angela Chowning*, Dianne Jacob*, Joe McElroy*, Sandra Murman*, Aakash Patel, and Dr. Shawn Robinson*.

Committee Members Absent:

Scott Barrish and Lynne Hildreth.

ELCHC Staff:

Dr. Steve Knobl, Bobbi Davis, Steve Costner, Kelley Minney, Liza Normandia, Karen Perkins, and Helen Sovich.

Board Members Present:

Marie Caracciola and Kelley Parris

Other Attendees:

*Indicates attendance by phone.

CALL TO ORDER

Quorum Verification

Noting a quorum had been established, Chair Patel called the meeting to order at 3:02 pm.

Chair Report

Chair Patel reported that he had received and accepted Dr. Steve Knobl's letter of resignation on behalf of the ELCHC Board of Directors on October 13, 2017, and that Dr. Knobl's last day at the ELCHC would be December 29, 2017. Chair Patel stated that staff had been notified of Dr. Knobl's resignation and that an announcement was done on Facebook Live.

Dr. Knobl stated that he appreciated the opportunity to serve as Chief Executive Officer (CEO) for the ELCHC.

There was a discussion regarding next steps in the search for a new CEO. The Committee recommended issuing a Request for Proposal (RFP) for an Executive Search firm to recruit a new CEO. A discussion was held regarding the release date and time frame of the RFP. Chair Patel recommended that the RFP be released on Friday, October 20, 2017, and that Friday, November 3, 2017 would be considered the deadline to submit an RFP. Ms. Kelley Parris recommended that the Committee hold a meeting to review the RFP prior to its release. Chair Patel requested that staff

send an updated RFP to the Committee by Friday, October 20, 2017, and that the Committee hold a conference call to discuss and approve the RFP.

Approval of August 21, 2017 Executive/Finance Committee Meeting Minutes

Dr. Shawn Robinson made a motion to approve the August 21, 2017 Executive/Finance Committee Meeting Minutes. Joe McElroy made a second. The motion carried unanimously.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

Board Retreat

Dr. Steve Knobl reported that the Board Retreat would precede the 3:00 pm Board meeting on Monday, November 13, 2017 from 12:00 p.m. to 2:30 p.m. Dr. Knobl discussed the plan for the breakout sessions during the retreat. Dr. Knobl stated that boxed lunches would be provided, and that board members would be asked to pay for their own lunches.

ACTION ITEMS

Draft/Proposed Board Agenda

Dr. Knobl stated that a presentation from the Provider Services Department would be given at the November 13, 2017 Board meeting.

Quality Initiatives Budget Amendment

There was a discussion regarding the Quality Initiatives Budget Amendment. Mr. Steve Costner, CFO reported that there was 2.4 million dollars in unallocated School Readiness (SR) funds, and that staff was recommending that \$562,062 of unallocated School Readiness funds be allocated to support the Quality Counts program. Mr. Costner added that the transfer of funds would serve approximately 100 kids from the School Readiness waitlist.

Ms. Kelley Parris stated that she strongly opposed the shifting of funds to the Quality Counts Program and that all School Readiness funds were to be used on slots to help move kids off the waitlist. Ms. Parris added that the budget amendment would need to go before the full board for approval.

Mr. Costner stated that the ELCHC was required by the Office of Early Learning (OEL) to spend 4% of the approved budget on Quality Initiatives and that not shifting the funds to Quality could jeopardize the agreement with the Office of Early Learning. Dr. Shawn Robinson and Commissioner Sandra Murman stated that they agreed with Ms. Parris and would vote against the amendment. Commissioner Murman recommended that the budget amendment be included as a topic of discussion on the Waitlist Elimination Committee Agenda for the upcoming meeting on October 31, 2017.

Ms. Kelley Parris stated that she would send her questions and requests regarding the budget amendment to Kelley Minney to forward to the full board.

The Committee did not vote on the Quality Initiatives Budget Amendment.

Contract Amendment with the School board of Hillsborough County

Ms. Bobbi Davis reported that staff recommended a contract amendment with the School Board of Hillsborough County in the amount of 1.5 million dollars to increase the number of slots in the School Readiness (SR) program.

The Committee did not vote on the Contract Amendment.

DISCUSSION ITEMS

Budget Report

Mr. Steve Costner reported on the School Readiness (SR) budget, Voluntary Pre-Kindergarten (VPK) budget, and the Coalition budget.

ADJOURNMENT

The meeting adjourned at 3:32 pm.



EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

Request for Proposals (RFP)

Executive Search Firm for Chief Executive Officer

INSTRUCTIONS FOR PROPOSERS
For RELEASE on October 20, 2017

RFP # 010-2017

TIMELINE and SUMMARY – REQUEST FOR PROPOSALS (This is a summary only and does not alter the requirements contained in other RFP sections).

Date	Description
October 20, 2017	Request for Proposals released
November 2, 2017	Proposal submission deadline 2:00 PM EST.
November 2, 2017	Proposals publicly opened at 2:15 PM Early Learning Coalition of Hillsborough County Conference Room 6800 Dale Mabry Highway, Suite 158 Tampa, FL 33614
November 3, 2017	Review team evaluates Proposals’ quality and price based on the Scope of Work and Attachment I – Rating Sheet
November 10, 2017	Executive Committee Conference Call – Executive Search firm approved. Notice of Intent to Award issued via email to all Proposers
November 10, 2017	Contract signed with selected Executive Search Firm using Attachment II, Contract Template Form
November 13, 2017	Regular Board Meeting – Executive Search Firm Consultation with Board
November 29, 2017	Regular Executive Committee Meeting – Search Firm Update

REQUEST FOR QUALIFICATION EXECUTIVE SEARCH FIRM

Chief Executive Officer Recruitment

I. Summary

The Early Learning Coalition of Hillsborough County, (ELCHC) a 501(c)(3) was created pursuant to the Florida School Readiness Act of 1999 with the goal of providing families access to affordable, high-quality early care and education services. Florida. Since its inception in 2000, ELCHC has provided services to child and families through a mixed delivery system of approximately 1,000 public and private early care and education programs. ELCHC has an annual budget of \$75 million and provides services to approximately 20,000 children daily.

The Board of Directors (“the Board”) is currently seeking an Executive Search firm (Contractor) to recruit a new Chief Executive Officer to lead the organization. The individual chosen to fill this position will serve at the pleasure of the Board and will be responsible for the day to day operations and management of the ELCHC.

II. Engagement Requirements

The ELCHC Board of Directors is seeking an executive search firm with superior knowledge and expertise, as well as proven success in the field of executive recruitment that will provide candidates for the position of Chief Executive Officer within an aggressive time frame. The expectation is that his engagement will produce **5 to 8 qualified candidates** for Board review. The target employment date for the Chief Executive Officer is fall 2017.

III. CEO Qualifications

As it enters its 18th operating year, ELCHC is seeking a strategic, visionary and influential leader with the skills, passion and commitment to contribute to transformative change in the delivery of services to children and families in Hillsborough County. The ideal candidate will have a deep commitment to creating a consumer oriented operation, a collaborative orientation to successfully partner with stakeholders, excellent conceptual abilities, superior management skills, solid financial expertise, and thrive in diverse and innovative environments.

Salary Range: \$110,000 to \$135,000

PART 1

GENERAL INSTRUCTIONS

1.1 DEFINITIONS

1. "Coalition" or "ELCHC" means the Hillsborough County School Readiness Coalition, Inc., D/B/A the Early Learning Coalition of Hillsborough County, a 501(c)(3). As a quasi-governmental entity, all records submitted to the Coalition become public records under Chapter 119, Florida Statutes, unless exempted by state law. The Coalition is also subject to Florida's Sunshine Law; see Chapter 286, Florida Statutes.
2. "Request for Proposals" or "RFP" means this request for Proposals 2017-10 Chief Executive Officer Search and included any addendum that may be issued as part of the procurement process.
3. "Services" means all labor, equipment, and materials necessary for the selected Proposer to provide the Executive Search Services, as required by this Request for Proposals.
4. "Proposer" means a proposal submitted by a person or legal entity in response to this RFP and includes any written clarifications submitted by the Proposer in response to a written request from the Project Manager.
5. "Notice of Intent to Award" means the selection and notice that the Coalition intends to enter into a contract with the selected Proposer. The selection and notice does not create any contractual obligations or liability on the part of the Coalition. Until a contract is signed by both parties, the Coalition reserves the right to reject any or all Proposals.
6. "Project Manager" means staff member designated as project manager for said proposal.
7. "Contractor" means a Proposer or the selected Proposer with whom the Coalition enters a contract for the Services as required by the Scope of Work outlined in the RFP.

1.2 GENERAL DESCRIPTION OF SERVICES

The Early Learning Coalition of Hillsborough County (ELCHC) is accepting Proposals for all labor, equipment, and materials necessary to provide the Executive Search Services as outlined in Part 2-SCOPE OF WORK

1.3 RESTRICTED COMMUNICATIONS

Communications with ELCHC personnel/and or ELCHC Board members, other than Project Manager, regarding this RFP may result in rejection of such Proposer.

1.4 ELCHC Project Manager

Helen Sovich, designated Project Manager for procurement document 2017-10 for the executive search RFP and for administration of the contract with the selected Proposer.

1.5 INCOMPLETE PROPOSALS

FAILURE TO RESPOND TO ANY ITEM INCLUDING ANY REQUESTED INFORMATION, OR FAILURE TO FOLLOW THE RFP MAY RESULT IN THE SUBMISSION OF AN INCOMPLETE PROPOSAL AND MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL FROM FURTHER CONSIDERSTION.

1.6 CONTRACT TERM

The estimated terms of the contract between the ELCHC and the selected Contractor is November 10, 2017 to February 28, 2018.

1.7 RIGHT TO SEEK AND CONSIDER CLARIFYING INFORMATION

The ELCHC may seek clarifying information regarding the proposal. Such clarifying information shall be provided by the Proposer in writing. Such clarifying information may not modify any material portion of the Proposal, affect the price, or give one Proposer an advantage not enjoyed by other Proposers.

1.8 COALITION CONTRACT

By submitting a Proposal, the Proposer agrees that, if the ELCHC selects such Proposer to perform the Services, the Proposer will, upon such selection, execute a contract in substantially the same form of the contract included as Attachment (2). Execution of the contract will be contingent on the availability of funds.

1.9 AWARD OF CONTRACT

The contract for the Chief Executive Officer search will be awarded to the Proposer determined in writing to be the most advantageous to the Coalition, taking into consideration the price and other criteria set forth in the Request for Proposal. No contract shall exist between the Coalition and the selected Proposer until the written contract is signed by both parties.

1.10 REJECTION OF PROPOSALS OR PROPOSERS

The Coalition reserves the right to reject any and all Proposals with or without cause, to waive technicalities or informalities, and/or to accept a Proposal which best serves the interest of the

Coalition. Cost of preparing a Proposal is an operational cost of the Proposer and shall not be passed on to or be borne by the Coalition.

Any Proposal determined to be non-responsive to any specification or requirement of this Proposal, including instructions governing submissions of Proposals, may be disqualified without evaluation. Proposers who violate the provisions of the RFP may have their Proposals(s) rejected.

1.11 PUBLIC RECORDS

All documents and other records as defined in the Public Records Law received from Proposers are public records in accordance with Chapter 119, Florida Statutes.

All records as defined in Chapter 199, Florida Statutes, made or received by the Contractor as part of the Services are public records subject to inspection and copying as provided by Chapter 119, Florida Statutes. For example, candidate records and documentation submitted by the Contractor in support of a candidacy, along with any and all other documentation; including but not limited to: all conversation notes, print of on-line searches, etc., gathered by the search firm in connection with the scope of services covered by this Proposal, must be made available upon request for inspection and/or copying in accordance with Chapter 199 of Florida Statutes.

Any and all such records and documents related to all candidates shall be provided to the Coalition immediately upon request, but not later than one (1) week after the request is made. However, the Public Records Law contains certain exemptions from public disclosure of certain information contained in public records, such as the social security numbers of candidates.

In addition, Chapter 286 of the Florida Statutes, "Government in the Sunshine Law," requires that all meetings of the Coalition at which official acts are to be taken are declared to be public meetings, and are open to the public at all times. This includes all interviews and discussions with the selected search firm at which two (2) or more members of the Board may be present.

1.12 EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Coalition encourages the participation of minority/women business enterprises (M/WBE) in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Coalition procurement on the basis of race, color, religion, national origin, age, sexual orientation, disability or marital status.

1.13 PUBLIC ENTITY CRIMES

Pursuant to Section 287.133(3)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal,

or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

1.14 PROPOSAL FORMAT AND ADMINISTRATIVE REQUIREMENTS

Proposals must be typewritten on 8 ½" by 11" paper with at least one (1)-inch margins on all sides. Such typed portions shall have page numbers at the bottom of each page. Proposers shall submit one (1) original paper and four (4) paper copies with one copy being unbound. If the original of the Proposal contains color fonts, graphics, or objects, the copies must also be in color. One additional copy of the proposal shall be submitted electronically in PDF format. Proposal must not exceed fifteen (15) pages, not including the cover page, references, declaration page and any examples of previous related work.

Proposals must be in pdf format and received at the Coalition no later than 2:00 p.m., Coalition time, EST, on November 3, 2017. Proposals should be clearly marked as such and should be emailed to the attention of Helen Sovich, Human Resources Manager, at the email address noted below:

Helen Sovich
Human Resources Manager
Early Learning Coalition of Hillsborough County

Email: hsovich@elchc.org

Proposals submitted by fax or hard copy are not permitted. Proposers are solely responsible for ensuring that the electronic Proposals are delivered on time. Delays caused by any email service will not be grounds for extension of the proposal due date and time. Late proposals will not be considered.

PART 2
SCOPE OF WORK

The Coalition intends that the successful Proposer, once engaged, will conduct a focused search for qualified candidates for the position of Chief Executive Officer consistent with a search strategy agreed upon with the Coalition. To carry out this objective, the Coalition expects that the successful Proposer shall:

1. Develop and implement a strategy to perform an executive search and advertise locally, state-wide and nationally to identify high quality applications from which an employment decision can be made. This strategy shall include outreach efforts designed to capture to a diverse slate of qualified candidates who might not have otherwise expressed an interest.
2. Consult with the Board to review the position profile established by the Board (background, education, training, experience, knowledge, skills and abilities, management style and other appropriate characteristics desires) of the ideal candidate for the position.
3. Review resumes of all applicants to ensure that they meet or exceed the qualifications set forth in the profile established in Item 2.
4. Conduct a comprehensive evaluation; provide weekly written reports to the Board regarding all candidates and conduct initial interviews of candidates who meet the criteria established in the profile to verify each applicant's experience. Further evaluation of the candidates shall include: vetting the interview results; conducting an in-depth reference check of the candidates by contacting the individuals who are, or have been, in positions to evaluate the on-the-job performance of the candidate; and conducting education, criminal, financial, media and civil litigation background checks that result in a list of three (3) to eight (8) candidates who are the most qualified and best suited for consideration by the Board.
5. Conduct in-depth interviews with all candidates to clarify any politically sensitive or potentially embarrassing issues that might arise in a candidate's background, in order to clearly understand the circumstances. Initial interviews may be executed in person or electronically depending on what is the most financially efficient.
6. Respond within one (1) business day to any/all inquiries from the Human Resources Manager.
7. Consult with the Board Personnel Committee to develop an interview process to ensure the Coalition elicits information from each candidate that will lead to the selection of the most qualified among the candidate pool.
8. Facilitate, in-person, the interviews of finalists by the Board Personnel Committee at a public meeting. This includes advance design of the interview questions and process in coordination

with the Board as well as coordination of candidate and Coalition stakeholder schedules and candidate travel.

9. Extend the initial executive search, at no additional cost to the Early Learning Coalition of Hillsborough County, in the event that all candidates are rejected after an initial round of interviews.
10. Throughout the search and selection process, maintain timely and consistent communication with all who express interest in the position until each is notified of being excluded from further consideration.
11. Provide the Board with a complete breakdown of Equal Employment Opportunity (EEO) information on all candidates who express an interest in the position.

PART 3
PROPOSAL REQUIREMENTS

Proposals must address the following:

1. **Cover Page Contact Information** – The first page of the Proposer’s Proposal shall state:

Company’s Name

Address:

URL:

Telephone:

Federal Employment Identification # or SSN;

Name of primary liaison for performance of the Services:

Title:

Telephone:

Email:

Name of contact for RFP, if different than Liaison

Title:

Telephone:

Email:

2. **Methodology and Approach Narrative** – The Proposal shall include a narrative of the Proposer’s overall methodology and approach. Within the narrative, the Proposer shall include, but is not limited to, the following headings:

2.1 An introduction and brief summary of the history of the firm.

2.2 A list of key personnel of the firm who will be directly involved in working with the Coalition. This information should provide a brief resume, including years employed by the executive search firm and specific search processes that the individual has been involved with that have resulted in successful employment within the nonprofit sector. The Proposal shall state the experience and expertise of designated personnel to identify strong candidates with relevant experience and conduct through background inquiries and reference checks.

2.3 The Proposal shall describe the Proposer’s understanding of the overall objective and the objectives and deliverables for each Phase of the search. The Proposer should include a clear description of the work to be performed, the anticipated methodology used to

complete the work (including specifically, methodologies for working in close consultation with the Board and the methodology for ensuring a diverse applicant pool) and the objectives to be reached and/or product to be delivered for each phase of the search. Describe resources and data which may be available to complete the search.

- 2.4** The Proposer shall provide a work plan and timeline for carrying out the search. The Proposal must include the labor hours anticipated to complete the search, and must demonstrate the Proposer's ability and willingness to meet the proposed search schedule.
- 2.5** The Proposer shall state its **total** price for the services outlined in the Scope of Work. No additional fees, costs, Proposer travel expenses, advertising costs, printing costs, background checks, or other expenses will be billed the Early Learning Coalition of Hillsborough County.
- 2.6** List of current and past clients of the firm especially similar nonprofit sector clients. The Proposer should include a minimum of five (5) references in the Proposal.

**EXECUTIVE SEARCH FIRM REQUEST FOR PROPOSALS
RATING SHEET**

NAME OF PROPOSER:			
RATING TEAM MEMBER:		DATE:	
EVALUATION AND SELCTION CRITERIA	TOTAL POINTS AVAILABLE FOR SECTION	POSSIBLE POINTS PER ITEM	POINTS SCORED
Cover Page	10		
1. Company Contact Information		5	
2. Primary Liaison		5	
Methodology and Approach			
1. An introduction and brief summary of the history of the firm	150	15	
2. A list of key personnel of the firm who will be directly involved in working with the Coalition. This information should provide a brief resume, including years employed by the executive search firm and specific search process that the individual has been involved with that have resulted in successful employment within the nonprofit sector.		15	
3. A narrative description of the Proposer's understanding of the overall objective and the objectives and deliverables for each phase of the search.		20	
4. A detailed list of services that will be provided by the search firm, including staff assigned.		15	
5. A detailed list of steps and estimated timelines for completion in the search for the Chief Executive Officer.		20	

6. A detailed description of activities necessary to fulfill the requirements of this RFP with timelines, deliverables, and staff resource allocation.		20	
7. A detailed description of the Proposer's methodology for facilitating in-person interviews of finalists by the Board at a public meeting.		15	
8. A narrative description of the Proposer's experience and qualifications to identify recruitable, strong candidates with relevant experience.		15	
9. A narrative description of the Proposer's qualifications in conducting thorough background inquiries and reference checks.		15	
Price Proposal			
The budget shall include the Proposer's total price for the services outlined in the scope of work. No additional fees, costs, Proposer travel expenses, advertising costs, printing costs, background checks, or other expenses will be billed to the Early Learning Coalition of Hillsborough County.	40		
References			
1. List of current and past clients of the firm, similar nonprofit clients.	25		
Total Points	225	225	

This rating form is subject to public records and is open for inspection and copying in accordance with Chapter 119, Florida Statutes.

DECLARATION PAGE

The Proposer declares this Proposal is made without any connection with other persons making any proposal in response to the Request for Proposals; that no other person or persons are directly or indirectly interested in this Proposal, or in any contract which may be made under it, or is expecting profits to arise therefrom; and that this Proposer, its officers or employees have not directly or indirectly influenced or attempted to influence any other person who may submit a Proposal.

The undersigned declares that this Proposal is based solely on his/her own investigations and research and not in reliance upon any representations of any employee, officer, or agent of the Early Learning Coalition of Hillsborough County.

Signature(s) – The original Proposal is to be signed by an official/individual who is legally authorized to bind the Proposer.

Company/Firm/Name of Respondent: _____

Name of Signatory: _____

Authorized Signature: _____

Printed Name and Title: _____

Date of Offer/Response: _____

Duration of Offer/Response (minimum 90 days): _____



Position Description

TITLE: Chief Executive Officer (Exempt)

POSITION:

The Chief Executive Officer (CEO) is the leader and public face of the Early Learning Coalition of Hillsborough County. With the policy guidance of the Board of Directors, and working with a senior management team, the CEO has chief executive authority and accountability for all aspects of the Coalition's operations, and for integrating them all in support of the organization's mission.

STATUS:

Full time position in Hillsborough County.

SUPERVISION EXERCISED:

Reports directly to the ELCHC Board of Directors.

GENERAL STATEMENT OF DUTIES:

Oversees all operations functions of the ELCHC.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

(Responsibilities include but are not limited to the following)

Strengthening Infrastructure and Operations

- Oversee the financial management of the organization, including long and short range financial planning to assure sustainability; increase revenue from public and private sources; ensure implementation of comprehensive financial controls and present an annual budget to the Board; provide regular budget statements and forecast analyses
- Develop a skilled, knowledgeable, and diverse workforce capable of attaining short and long-term strategies
- Support and motivate staff, facilitate cross-department collaboration and strengthen internal communications with staff throughout the organization.
- Create and promote an environment that supports consistency throughout the organization's operations.
- Ensure appropriate employee recognition and performance systems are in place.
- Ensure personnel procedures are followed in effectively managing staff.

Strategic Vision and Leadership

- Cultivate a strong and transparent relationship with the ELCHC Board of Directors to meet the obligations and effective governance of the organization
- Serve as a responsible steward of ELCHC funds as it relates to the organization's mission, administration and sustainability.
- Develop, coordinate, and facilitate implementation of a comprehensive strategic plan; coordinate the establishment of new initiatives.

- Develop and implement an action plan directly related to the goals of the ELCHC strategic plan to be presented and approved by the Board annually in conjunction with the annual budget process.
- Analyze a comprehensive body of social, economic, legal, and environmental information related to the School Readiness and Voluntary Pre-K legislation and mandates in order to direct the ELCHC in the most effective way.
- Build and sustain effective interpersonal relationships with diverse cultural and economic communities
- Convene strategic collaborators to design and facilitate improvements to the early care and education service delivery system in order to maximize efficiency, increase children's access to high-quality services, enhance customer service, and cost effectiveness.
- Serve as liaison with partners in early education and care at the local, state, and national level.
- Oversee grants, contracting, evaluation and monitoring procedures that will facilitate accountability and maximize outcomes for funded programs; provide regular reports to the Board regarding accountability metrics
- Effectively utilize and translate data and program outcomes into continuous process and program improvement and create communications that promote results based accountability.
- Represent the ELCHC by participating on various community boards, councils and forums and attend meetings and events that relate to child care/early learning in Hillsborough County, with advisement from or as assigned by the ELCHC Board.
- Adhere to all fiscal and legal responsibilities mandated by federal, state, and local entities that affect the operations of the organizations.
- Lead the development of innovative and collaborative early learning programming by leveraging local partnerships and organizations

Communication

- Coordinate meetings of the Board and its committee and keep them informed of important operation, funding legislation, and or other matters potentially impacting the organization
- Analyze information and prepare concise and accurate reports and recommendations
- Keep stakeholders apprised of any legislative or other potential issues impacting early care and education services
- Have proven excellence in facilitating meetings, planning sessions, stakeholder processes and partnering services
- Have strong problem-solving skills, demonstrate open-mindedness, and take a flexible approach to decision making.
- Develop effective, timely and accurate communications
- Identify, develop and evaluate a communication plan based on strategic vision of the organization, and in compliance with the ELCHC Plan as adopted by the Board of Directors and approved by Florida's Office of Early Learning

Public & Media Relations/Advocacy/Legislative Affairs

- Work collaboratively with multiple communities and cultures facilitating engagement with parents, families early care and education providers, local funders, elected officials and other community leaders.
- Serve as spokesperson for the organization and become a known advocate for early care and education at the local and state level.

- Promote activities related to legislation and policies that support the Coalition and the children and families it serves.
- Monitor legislation and engage elected officials and key decision makers on policy and measures that could affect the Coalition.
- Educate legislators, local officials and other key stakeholders in the community about the Coalitions efforts, services, etc.
- Actively oversee work with multiple media-sources to educate the general community about the importance of the early years and the services available to promote early child development.

EDUCATION/EXPERIENCE:

Essential Qualifications

- Minimum of a bachelor’s degree
- 10 years of experience, with at least 5 years at an executive level leading an organization with a budget of at least \$15 million.
- Documented experience in finance – developing, implementing, monitoring and preparing complex budget reports for funds from state and federal sources .
- Proven experience as a consensus builder, skilled in collaboration and negotiation.
- Able to articulate and sell the story of the ELCHC.
- Experience with public relations and marketing skills.
- Ability to network statewide with other ELC’s, other county agencies, legislative bodies, and state offices.
- Stable work history
- Possess strong Human Resources knowledge

Desirable Qualifications

- Master’s degree (in early childhood education, business, finance, public administration, organizational management, social services, educational administration or a related field).
- Experience managing complex programs funded with state and federal funds.
- Experience working with and providing support for local and regional boards, committees, and/or coalitions.
- Proven communication skills, both written and verbal.
- Program development experience.
- Experience and background in child care eligibility and an understanding of the issues pertaining to early childhood education.

SALARY RANGE

Determined by ELCHC Board of Directors.

PERFORMANCE REQUIREMENTS: (Knowledge, Skills, and Abilities)

- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender or disability.
- Knowledge of Microsoft Office Products

- Must have a valid Florida Driver’s License, documentation of current/active automobile insurance, and reliable transportation.
- Must meet ELCHC employment requirements including clearance of background screening.

PERSONAL QUALITIES:

- Willingness to carry out the mission of the ELCHC.
- Able to work as a team member and leader.
- Able to work with a diverse group of people.
- Possess a conviction about the capacity of people to grow and change.
- Ability to forge mutually respectful partnerships with persons served.
- Professional appearance and behavior.
- Able to prioritize and meet deadlines.
- Able to research and analyze.
- Able to maintain confidentiality.
- Positive attitude.
- Adhere to drug free workplace policy.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret periodicals, professional journals, or governmental regulations; write reports, business correspondence, effectively present information and respond to questions from groups of managers, clients and the general public.

TYPICAL PHYSICAL DEMANDS:

Requires individual to perform a broad range of activities. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. Requires corrected vision, speech and hearing to normal range, or special accommodations made of sufficient nature for completion of assigned tasks. Requires seated work at a desk, including use of a computer. Requires frequent automobile travel.

Requires working in both indoor and outdoor settings. Occasionally requires working under stressful conditions or working irregular hours.

TYPICAL WORKING CONDITIONS:

Primarily office atmosphere.

I hereby acknowledge I have read, understand and accept the above position description as a condition of my employment.

Employee Signature

Date

ELCHC Board Chair

Date