



Position Description

TITLE: Chief Executive Officer (Exempt)

POSITION:

The Chief Executive Officer 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 Chief Executive Officer 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.
- Proven communication skills, both written and verbal.
- 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.
- 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