



POST DATE: 02/01/2019

## JOB ANNOUNCEMENT

**JOB TITLE: CHIEF EXECUTIVE OFFICER**

**LOCATION: OSCEOLA COUNTY, FLORIDA**

### **GENERAL DESCRIPTION:**

The Chief Executive Officer is the key management leader of The Early Learning Coalition of Osceola County and is responsible for overseeing the School Readiness and Voluntary Pre-Kindergarten programs of Osceola County. Responsibilities include managing the directives and strategic planning of the Early Learning Coalition of Osceola County Board in accordance with state and federal regulations and Board-approved Coalition policies, the administration and reporting requirements of the coalition programs, managing staff, improving the quality of care in Osceola County operational systems, budgets and contracts, fundraising, marketing, and maintaining a presence in the community. Must be out-going, forward thinking, creative and excited about the importance of their role in managing and developing programs to advance early childhood development and learning for the children and parents of our community.

### **GENERAL RESPONSIBILITIES:**

1. **Board Governance:** *Works with board to fulfill the coalitions' mission that every child enters school ready to learn.*
  - Responsible for leading the Early Learning Coalition in a manner that supports and guides the organization's mission as defined by the Coalition Board of Directors, the Office of Early Learning and the State of Florida and the Federal Government.
  - Responsible for communicating effectively with the Board, service providers, vendors and relevant government officials. Provide timely and accurate information necessary for the Board to function properly and to make informed decisions.
  - Perform duties as the liaison between the Board of Directors and the Office of Early Learning regarding legislation, required reporting, and contractual compliance.
  - Work closely with Coalition Board members to promote early learning advocacy in the Osceola community, increase Board members' knowledge of legislative requirements and early learning programs, and motivate active volunteerism and involvement in the overall development and maintenance of early learning programs.
  - Report to and work closely with the Coalition Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Early Learning Coalition throughout the Community.
  - Oversee organization, Board, committee, and Taskforce (as applicable) meetings ensuring these meetings are noticed in accordance with Florida Sunshine Law.

2. **Financial Performance and Viability:** *Develops resources sufficient to ensure the financial health of the organization.*
  - Responsible for the fiscal integrity of the Early Learning Coalition, to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Responsible for fundraising and developing fund raising strategies necessary to meet and/or exceed match requirements and other financial initiatives of the Early Learning Coalition of Osceola County.
  - Oversight of contracts administration and disbursements of funds to service providers, and the reporting of contractual outcomes to the Board and Funders no less than annually and in accordance with contractual obligations.
  - Ensure that Annual External Audits are conducted timely and presented to the Board prior to publication.
  
3. **Organization Mission and Strategy:** *Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.*
  - Responsible for implementation of The Early Learning Coalition of Osceola programs that meet the objectives of the Office of Early Learning, the State of Florida, the Board Strategic Plan, and any other regulatory or federal requirements.
  - Responsible for strategic planning to ensure that the Early Learning Coalition of Osceola County can successfully fulfill its mission into the future.
  - Responsible for the enhancement of the Early Learning Coalition of Osceola's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
  - Serves as the primary spokesperson for the Coalition.
  
4. **Organization Operations:** *Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.*
  - Knowledgeable of the childcare/early learning industry trends and challenges, with recommendations on how to improve the quality of care in Osceola County.
  - Responsible for the effective administration of internal and external operations.
  - Ensures the annual, external audit is conducted timely and presented to the Board prior to publication.
  - Responsible for the hiring, managing, evaluating and retention of competent, qualified staff.
  - Responsible for implementing the Board-approved employment and administrative policies and

- procedures for all staff functions and for the day-to-day operation of the organization.
- Responsible for determining staff needs based on compliance standards, marketing, fund raising, programming and quality initiatives of the organization.
  - Responsible for signing any agreements or other instruments for which such authority has been delegated by the Board on behalf of the organization and in accordance with written policy.
  - Prepares and/or oversees preparation of all required federal, state, and Coalition reports
  - Other duties as assigned.

{Above are essential functions of the job. ELC of Osceola County promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

**PROFESSIONAL QUALIFICATIONS:**

- A Bachelor's degree; Masters preferred
- Professional management level experience, no less than 5 years in the Early Learning industry.
- Demonstrated leadership skills that exemplify the ability to turn vision into action, motivate others to achieve goals, and follow through on decisions.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including strategic planning for the development of a 3 to 5-year business plan, delegating, program development and task facilitation
- Ability to convey the vision of The Early Learning Coalitions' strategic future to staff, board, volunteers, governmental officials, donors and potential donors.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Excellent written and oral communication, and "storytelling" skills
- Proven ability to inspire, motivate and lead a team to produce quality work.
- Demonstrated inclusive leadership that embraces and engages diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff, Board members, clients and associates of the organization.
- Proficient skills in the use of relevant software products
- Professional appearance and presentation.
- Demonstrated creative and analytical thinking.
- Proven ability to maintain morale and high standards with a healthy office environment.

**PREFERRED QUALIFICATIONS:**

- Previous management level experience with a minimum of 5 years associated in early learning industry expertise.



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- Bi-lingual (Spanish preferred).
- Experienced and knowledgeable of early childhood challenges, needs and trends to help create a forward-thinking strategic plan to meet current and future needs.
- Understanding of the political landscape relative to the industry and proven ability to utilize network to advance a project or in support of early learning initiatives.
- Demonstrated ability to initiate change and action with integrity when tough decisions are to be made.
- Proven results in delivering creative and innovative business solutions.
- Demonstrated ability to get beyond the present and understand long term trends, frame up an insightful view about future trends and need, including the evolving client base, and identify opportunities for growth and development of plans to support ongoing growth.
- Excellent communication and storytelling skills

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Possession of valid Florida's Driver's License and daily access to reliable transportation to and from work and for travel to off-site locations.

**ESSENTIAL PHYSICAL SKILLS:**

- Ability to operate a computer for extended periods.
- Ability to sit for extended periods while performing job functions.
- Ability to assist with lifting of heavy boxes occasionally.
- Ability to use a keyboard for typing or other functions.

**ENVIRONMENTAL CONDITIONS:**

- Office environment.

**SALARY RANGE: \$65,000 to \$90,000**

**COVER LETTERS & RESUMES TO: [swong@elcosceola.org](mailto:swong@elcosceola.org)**

**Fax: 407-933-5012**

**CLOSING DATE: 02/15/2019**

**Equal Opportunity Employer - Veteran/Disability**