



Early Learning Coalition of Escambia County

****If you are interested in applying for this position, Applicants should go to www.employflorida.com and search for: Job Order: 12506138 – Executive Director**

POSITION: Executive Director
REPORTS TO: Escambia County School Readiness Coalition Board of Directors
SALARY: \$90,000 - \$115,000 **FLSA:** Exempt

GENERAL DESCRIPTION

This is an administrative and managerial position responsible for ensuring that all School Readiness and Voluntary Pre-Kindergarten programs, services and operations are aligned with the Coalition's mission and with policy decisions approved by the Coalition, and all regulatory requirements of the Department of Education's Division of Early Learning.

ESSENTIAL JOB FUNCTIONS

1. Maintain and safeguard the corporations 501(c)(3) IRS standing.
2. Uphold Coalition established By-Laws and Articles of Incorporation.
3. Maintain various types of insurance coverage, including liability, D&O, cyber and workman's compensation, per Board directives and in accordance with contractual agreements with outside funding sources.
4. Monitor and provides assurances that all corporate taxes and tax returns are filed accurately.
5. Develop, implement and administer a comprehensive service delivery plan for programs funded by the state of Florida intended to enhance all children's readiness to enter kindergarten and/or participate in Voluntary Pre-kindergarten program.
6. Communicate regularly with the Division of Early Learning through conference calls, phone calls, e-mails, meeting attendance, etc.
7. Provide policy and guidance to the Coalition Executive Committee, Finance Committee, and Board of Directors.
8. Responsible for the hiring and supervising of staff.
9. Provides leadership, supervision and direction to all staff to ensure that the mission and goals of the Coalition are effectively carried out and manages the human resources of the organization according to agency personnel policies.
10. Prepare and recommend an annual budget to the Coalition to ensure proper allocation of cost, reasonable and necessary expenses and efficient use of resources consistent with state guidelines.
11. Responsible for the oversight of fiscal accounting to ensure compliance with state and federal requirements.
12. Identify improvements and adjustments needed to ensure Coalition program effectiveness and efficiency.
13. Provide guidance and assistance and serve as a liaison for overall early education and care program coordination.



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14. Stay knowledgeable about legislative issues and provides direction and technical assistance to the Coalition; educating, training, and communicating with the Board, staff, providers and partners.
15. Assist the Coalition in the identification and recruitment of new board members.
16. Represent the Coalition at state and community workgroups and task forces in early learning and care.
17. Be the public-facing voice of the Coalition in matters of advocacy, community education media relations, and community partnership development.
18. Establish and identify additional funding streams through public and private sources to support the Coalition's strategic initiatives.
19. Other duties as assigned by the Coalition.

Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job-related marginal duties as required.

MINIMUM QUALIFICATIONS

1. A bachelor's degree from an accredited college or university and five years of professional experience in program management, program planning, program research and evaluation.
2. A master's degree from an accredited college or university can substitute for one year of required experience.
3. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.
4. Must possess valid Florida driver's license with no record of criminal driving offense or license suspension for point accumulation.
5. Ability to use computer systems/software; Microsoft Office Suite (2021 or higher) and general office equipment.
6. Must successfully complete a Level II background check prior to employment.
7. Must be available to work a flexible schedule to accommodate late afternoon or evening meetings.
8. Out-of-town travel may be required

ESSENTIAL SKILLS REQUIRED

- Leadership abilities of initiative and commitment, self-motivated, prepares thoroughly and respects process.
- Expertise in hiring, supervising and managing staff; can identify staff developmental needs.
- Ability to think analytically and strategically, prioritize and focus on the Coalition's mission in fluid, often complex circumstances.
- Builds effective relationships and has experience with boards.
- Knowledge of methods of compiling, organizing and analyzing data.
- Ability to develop policies, procedures, standards and rules.
- Ability to review and evaluate programs and community partnerships with an eye toward the strategic goals and needs of the Coalition.



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- Ability to establish and maintain a liaison with other agencies.
- Ability to plan, organize and coordinate multiple work assignments.
- Ability to communicate (in oral and written format) effectively.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of early education and care is beneficial.
- Effective records management practices.
- Extensive knowledge of budget preparation and reporting.
- Possess problem solving techniques.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier and fax machine. Able to operate an automobile. Medium (less than 50 pounds) lifting occasionally required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.