
Early Learning Coalition of Southwest Florida CEO Job Description

APPLICATION PROCEDURE

To be considered for the position of CEO of the Early Learning Coalition of Southwest Florida (ELCSWFL), applicants must complete and submit the following items:

1. Candidates should apply at: <https://spiritmco.com/jobs/1213978/>. Included in this application, candidates should **submit a resume**, cover letter, & **a list of five references including former managers, peers, community leaders, & direct reports**. **NOTE – this should be one file that you upload**. Candidates' resumes should summarize their professional and educational background and *include length of time at each position (months and years)*.
2. Candidates will **interview** with a Spirit Consulting recruiter for a pre-screening interview followed by an interview with the client manager from Spirit Consulting to determine if their qualifications meet or exceed those necessary for presentation to ELCSWFL.
3. Candidates that progress past these interviews will then **complete leadership assessments** with an Organizational Development Principal from Spirit Consulting, Angela Chang, MA. These include the Hogan Personality Inventory, Hogan Development Survey, and the Motives, Values, and Preferences Inventory. *Note: These assessments are not the sole screening mechanism; instead, they are utilized as part of our entire process.*
4. Candidates that progress to this point will have reference, education, criminal, financial, media and civil litigation background checks administered on them.
5. Finalists will then be **interviewed** by ELCSWFL during ELCSWFL's February 1st Board Meeting.
6. Candidates are debriefed by the Spirit Consulting hiring manager after their on-site interview.
7. ELCSWFL will then determine a final candidate designated to be hired and **extend an offer letter**.

POSITION SUMMARY

Leads the strategic and operational functions and their related activities of the Early Learning Coalition of Southwest Florida (ELC). Directs the overall core programs and services, human resources, financial sustainability, program expansion, and execution of its mission. Ensures fiscal, operations, fundraising, marketing, human resources, information technology, business plans, and programmatic strategies are effectively implemented across all segments of the organization. Work involves strategic planning and evaluation, enacting professional development initiatives, designing operational and program expansion, and engaging and communicating with the Board of Directors. Work focuses on enhancing the quality of children's lives by providing families, early childhood educators, caregivers and community partners in Collier, Glades, Hendry, and Lee Counties, with opportunities to positively impact the future via Early Learning Programs with high quality standards, comprehensive services, seamless delivery systems, and diverse settings with well-educated, competent, and adequately compensated staff.

Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the organization's business strategies.

WHY JOIN?

You will have a one-of-a-kind opportunity to make an enormous difference in the lives and education of tens of thousands of children, ensuring that all are provided the necessary resources to succeed into adulthood. To do so, you would partner with a highly passionate and qualified staff that are eager to make a difference with the right leadership. Combined with ELCSWFL's strong financial standing, you would be stepping into a position you can be proud of while getting to work right away on making an impact.

ABOUT THE ORGANIZATION

Early Learning Coalition of Southwest Florida is a \$131MM federally funded 501c3 driven by the mission of enhancing the quality of children's lives by providing families, early childhood educators, care-givers and community partners in Collier, Glades, Hendry and Lee Counties, with opportunities to positively impact the future. Founded on the belief that the neighborhood where a baby is born shouldn't determine how safe, supported and successful they become, ELCSWFL strives to accomplish their vision that all children in Collier, Glades, Hendry and Lee communities will be healthy, eager, and successful learners, supported by well-informed parents, involved citizens, and collaborative community partners. Early Learning Programs will have high quality standards, comprehensive services, seamless delivery systems with diverse settings, and well-educated, competent, and adequately compensated staff.

REQUIREMENTS

- Bachelor's degree in public or business administration, social sciences, education, educational administration, or related field; Master's degree in public or business administration, education, public or educational policy, or a related field *preferred*
- Twelve (12) years of progressively responsible nonprofit experience, including at least five (5) years directing multiple programs and staff, or leading an organization with several branches/area offices; or an equivalent combination of education, certification, training, and/or experience; Seven (7) years of management experience in a non-profit organization or a corporate environment relevant to the mission and work of the ELC *preferred*
- A valid State of Florida Driver License, proof of auto insurance, and eligibility to secure a car via authorized car rental agency is required.
- An ability to understand and communicate, orally and in writing in English, and Spanish or Haitian Creole *preferred*.

ESSENTIAL FUNCTIONS

The essential functions listed *below* are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.

ORGANIZATIONAL LEADERSHIP AND OVERSIGHT

- Directs, provides guidance to, and reviews the work of individual contributors and supervisory employees in order to accomplish operational plans and results
- Collaborates with the ELC Board of Directors to refine, approve, and implement the strategic plan while ensuring the budget, staff, and priorities are aligned with the core mission; engages with the board, per bylaws, regarding changes to policies and approved operational plans
- Cultivates a strong and transparent working relationship with the board and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals, and local and state initiatives, resources, and funding
- Develops and presents to the board, resolutions and/or updated plans related to general ELC business; implements required policies per new directives from funders and ensures organizational adherence to all approved policies in collaboration with area chiefs and directors
- Develops, maintains, and supports a strong Board of Directors; serves as ex-officio of each committee; seeks and builds board involvement with strategic direction for both ongoing operations as well as potential expansion of programs and services; ensures a diverse and inclusive board representative of the community
- Ensures ongoing programmatic excellence and compliance, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommends timelines and resources needed to achieve strategic goals
- Leads, coaches, develops, and retains ELC's high-performance senior management team
- Oversees implementation of best practice standards and assures compliance with all regulatory and funding agencies; compiles and/or reviews submitted data for trend analysis and regulatory reporting
- Facilitates and implements the approved strategic plan; ensures a high-quality customer service program via service area managers
- Gathers, produces, and analyzes complex data and organizational reports as required, requested, and for the organization's annual report

- Oversees the Human Resources (HR) function of the ELC; ensures all HR programs and activities are compliant with local, state, and federal regulations and established ELC policies
- Researches and implements ELC's compensation philosophy, salary structures, and merit pay
- Develops succession planning, staffing, and diversity, equity, and inclusion programs, and fulfills employee engagement initiatives
- Supports Employee Health and Safety, Drug and Alcohol program, and training for the organization
- Engages ELC's staff, board members, volunteers, partner organizations, sponsors, and funders
- Interacts with community stakeholders, communicating appropriate and/or necessary information with the board, staff, providers, and families to ensure the operational success of the organization
- Monitors the workplace for evidence of acceptance and inclusion for all protected classes
- Ensures effective systems to track progress and regularly evaluate program components; measures and/or communicates successes to the board, funders, and other constituents
- Builds and maintains new partnerships, establishing relationships with potential funders, and political and community leaders to expand provider network/participation and grow client base
- Expands community engagement activities to increase awareness of the organization, support of existing program operations, and garner new public and private funding opportunities; develops proposals to secure funding sources
- Deepens and refines all aspects of communications including but not limited to web presence, media publications, and external relations
- Proposes and/or designs plans for expansion of programs and services
- Researches and analyzes legislative and industry publications to identify program and service modifications, enhancements, and new offerings
- Serves as the public information officer of the organization; approves public correspondences and/or responds to media and public relations requests for information and interviews; maintains the ability to articulate the mission and tell the story of the organization
- Maintains visibility in the community by serving on advisory boards and committees and participating in other activities that promote the ELC and early learning programs and activities
- Maintains an ability to travel on a flexible schedule per organizational responsibilities and requirements
- Relates well to people from varied backgrounds and situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences
- Establishes/develops and maintains collaboration, trust, and cohesion with colleagues; demonstrates and fosters a commitment to the mission, goals, and organizational culture of the Coalition

SUPERVISION

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees and participates in the development and administration of the organization's budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary
- Receives claims or reports of unlawful harassment and discrimination and follows up on reports of the same obtained via supervisors, assists in the investigation process of relevant claims, and takes corrective measures to assure a workplace free of harassment or discrimination

KNOWLEDGE, SKILLS, & ABILITIES

- Advanced knowledge of growing organizational capacity and programmatic impact and the ability to influence and lead an organization towards successful growth
- Advanced knowledge of fiscal affairs pertaining to nonprofit organizations and the ability to develop strong funding sources and ensure sound fiscal controls
- Advanced knowledge of Human Resources functions and policies and organizational development principles and processes
- Advanced knowledge of the statewide data system, including Enhanced Field System Modernization (EFS MOD), Tableau, or related systems
- Advanced knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce

- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events
- Skill in developing, managing, and interpreting budgets, contracts, and fiscal and financial reports
- Skill in effectively presenting and sharing information to a variety of audiences and adjust delivery based on the nature of the information
- Skill in resolving conflicts, confrontations, or disagreements in a constructive manner to minimize negative personal impact
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to lead and motivate others to achieve goals
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes, procedures and where necessary, recommend policies to the CEO for board approval
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to establish and maintain effective working relationships with those interacted with during work regardless of race, color, religious creed, national origin, ancestry, sex, sexual orientation, gender identity, age, genetic information, disability, political affiliation, military service, or diverse cultural and linguistic backgrounds
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability and means to travel independently and as needed for work related matters, including on nights and/or weekends as required by organizational and/or job obligations

OTHER EMPLOYMENT REQUIREMENTS

Employment in this position is contingent on authorizing, submitting, and maintaining satisfactory:

- Per State of Florida Statutes, Level 2 Criminal History Record Checks
- Per State of Florida Statutes, E-Verify system for employment eligibility verification
- Drug testing
- Motor Vehicle Report (MVR) with no record of criminal driving offense or license suspension

EXPECTED HOURS OF WORK

Hours of operation are Wednesday through Tuesday (weekdays), 8:00 a.m. to 5:00 p.m. (40-hours); evening and weekend hours may be required.

PHYSICAL REQUIREMENTS

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.