



JOB DESCRIPTION

Job Title:	Chief Executive Officer
Reports to:	ELCOC Board of Directors
Supervises:	Yes
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input checked="" type="checkbox"/> other
Salary:	Range starting around \$130,000.00 commensurate with experience
Job Code:	005

The Early Learning Coalition of Orange County (ELCOC) seeks a CEO to oversee the early childhood education system in Orange County, Florida. ELCOC connects families and preschool programs to resources that provide every child with equal and high-quality educational opportunities. ELCOC, which provides childcare subsidies and manages the state’s pre-K initiative, has been jointly funded by federal/state grants and donations since 1999. ELCOC contracts with more than 400 private businesses employing more than 6,000 teachers and serves roughly 31,000 children annually. The ELCOC budget currently exceeds \$85M with an internal operating budget of roughly \$4M.

The CEO has primary responsibility to carry out the strategic plans and public policies as established by the board of directors and ensuring the effective and efficient operation of the ELCOC in accordance with all relevant state and federal regulations and donor expectations. The chief executive officer reports to the board of directors.

To apply, please submit a single PDF including a cover letter, your resume, and a statement, not to exceed 750 words, of your understanding of the challenges and opportunities facing early childhood education over the next five years. Applications must be received on or before March 30, 2022 via email to Msanchez@elcoc.org.

Essential Job Functions

I. Leadership

- Facilitates and assists the ELCOC in their function as the policy making, planning and oversight body for the early childhood development system in Orange County.
- Coordinates the development and implementation of the school readiness plan as required by the Florida Division of Early Learning.
- Leads the organization’s commitment to ensuring equitable, inclusive, and accessible programs and services for all Orange County families.
- Takes a leadership role in understanding and communicating community need through forecasting and analyzing trends affecting early childhood development.
- Regularly visits providers to listen and keep up to date on trends and needs throughout the County.
- Analyzes and interprets early childhood legislation, regulations, and guidelines, and provides timely communication of these to stakeholders.
- Collaborates with community partners to create and maintain a sustainable, high quality, and equitable early childhood development system.
- Takes a leadership role in fostering teamwork and collaboration among senior leadership, staff, providers, contractors, board members, and community partners.

II. Planning and Governance

- Mobilizes and coordinates the activities of the Board giving both direction and purpose through established policies and procedures.
- Communicates and updates Board regularly on pertinent issues including but not limited to financial, regulatory, and operational matters and collaborations.
- Provides related financial/budget/expenses information to the Board on a timely basis.
- Provides support to the Board and its committees including written or verbal reports.
- Participates in the development and execution of ELCOC Strategic Plan.

III. Advocacy

- Advocates for public policies that support a sustainable, high quality, and equitable early childhood development system.
- Engages families, providers, and community partners in advocacy efforts.
- Develops strong working relationships with local, state, and federal agency representatives.
- Communicates regularly with relevant state officials and community partners.
- Helps the business and wider community understand the foundational importance of early childhood development to the region's current economic success and future workforce.

IV. Financial Management

- Demonstrates excellent financial stewardship of the organization.
- Ensures sound fiscal and administrative policies and practices.
- Sets strategy to optimize the trade-offs in the use of public funds, within applicable limits and uses, to best meet mission goals.
- Develops the annual budget and submits to Board of Directors for review and approval.
- Works with senior staff to run agency operations within the approved budget and maintain a system for proper accountability of funds.
- Provides the Board with financial data for planning, control, measurement, and evaluation of the Coalition's financial position.
- Oversees the administration of contracts and agreements consistent with ELCOC policies and bylaws.
- Oversees the process for the disbursement of funds to funded providers per contractual agreements.
- Continuously tracks and understands the implication of changing funding opportunities and requirements, and appropriate investment of resources.

V. Human Resource Management and Supervision

- Embraces & leads the organization's commitment to ensuring an equitable, inclusive, and diverse culture and workplace that is representative of the families of Orange County.
- Develops and administers sound personnel policies and practices including hiring, supervision, and timely evaluation of ELCOC staff and contractors.
- Ensures staff is appropriately trained, supervised, and prepared to excel in all aspects of ELCOC functions and compliance regulations.
- Seeks equitable and competitive compensation and opportunity for employees at all levels.
- Works with Directors to set annual goals and objectives for staff and ensures timely monitoring and evaluation.

- Creates opportunities for employee growth and to recognize employee contributions and performance.
- Oversees, occasionally manages, and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.
- Oversees HR legal compliance and risk management across the organization.

VI. Community and Public Relations

- Serves as the spokesperson to inform and educate the public about early childhood development.
- Ensures that communication on programs and services is accessible to all families in Orange County.
- Ensures transparency, with appropriate confidentiality, to all stakeholders in how the organization makes decision and conducts its work.
- Assures the organization and its mission, programs, products, and services are consistently presented in strong, positive image to relevant stakeholders.
- Ensures the community's awareness of the full set of services available through the Early Learning Coalition and its partner agencies.

VII. Fund Development

- Develops and administers sound policies and practices including cash and in-kind giving including volunteer efforts
- Oversees fund development planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Seeks funds to supplement public funds in the delivery of early childhood development programs and services.

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by the board of directors. Job descriptions and duties may be modified when deemed appropriate by the board of directors)

Required Qualifications:

- Strategic and collaborative thinker.
- Demonstrated commitment to equity, inclusion, and diversity.
- Strong delegation and follow through skills.
- Deep understanding of financial reporting, budget development, and managing to a budget
- Ability to advocate for systems change.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Proven ability to meet deadlines and manage time effectively.
- Ability to lead, collaboratively work, and foster teamwork among cross-functional teams.
- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Experience in raising funds including innovative approaches, motivating others to raise funds, overseeing grant writing and other efforts.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of and commitment to high quality and accessible customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Ability to prioritize and solve problems and deal with a variety of variables.
- Proficiency in current office and internet technologies.

- The employee is frequently required to stand; walk, stoop and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision.
- Must possess a valid Florida Driver's License with ability to travel to off-site locations.
- Ability to work flexible/hours schedule i.e., occasional Saturdays, or evening hours.
- Professional appearance and presentation.

Education and Experience:

- Bachelor's Degree required, in Business Administration, Public Administration, or comparable field. Master's Degree preferred.
- Progressive experience required leading, managing and/or directing a team of diverse professionals including C-suite, directors, managers, and direct-service employees. Demonstrated knowledge of employee relations investigations and dispute resolution processes.
- Minimum 10 years of experience required in financial and programmatic management. Experience with public funding and knowledge of budgeting and accounting practices for Florida state standards and requirements preferred.
- Minimum 5 years working knowledge of government rules and regulations.
- Minimum 5 years working with contract management.
- Fluency in Spanish and/or Haitian Creole is preferred.
- Knowledge of early childhood education is preferred but not required.
- Experience supporting small business owners preferred.
- Non-Profit leadership experience preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send required information to:

msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Marah Sanchez,

Human Resources

7700 Southland Blvd. Suite #100 Orlando, FL 32809
