

## Executive Director

### Children's Board of Hillsborough County

#### Overview

We enter this transition with a healthy, high performing organization, staff, and board. We hope to maintain these strengths under the next leader and invite continued innovation and new ideas from fresh eyes. We anticipate significant growth in the demand for our services. We need a leader who can manage that growth and engender support from the community to address these needs. There is always room for improvement.

We are a funding and regulatory organization. Through grants and technical assistance, we fund community programs and organizations that serve children (with a concentration on children ages birth to eight) and families throughout Hillsborough County. Our commitment to supporting our provider agencies across the wide-ranging geography and varied needs of those we serve has been key to maximizing our positive impact and strengthening the provider network. We are committed to maintaining our rigorous, transparent process for grantmaking and performance review, and to maximizing the impact of the public's funds to strengthen our network of providers and serve our children and families in need.

With a current annual budget of \$66,510,314 and a staff of 47, we fund programs that support the following areas:

- Children are developmentally on track;
- Children are ready to learn;
- Children are healthy;
- Children are in stable families.

More information is available at: <https://childrensboard.org>

The Children's Board is an equal opportunity employer. The Children's Board prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The Children's Board values diversity and welcomes applications from all cultures and backgrounds.

**Key assets include:**

A sophisticated, strong board, focused on overall strategy, rigorous fiduciary standards and empowering an effective, autonomous chief executive.

A culture of learning, collaboration, and adaptation.

An effective, well-coordinated senior leadership team.

An active and evolving network of providers who we support and learn from.

A community that supports our work and demands transparency, the best possible utilization of public funds, with an emphasis on fiduciary accountability, a continued commitment to excellent service and innovation.

**Critical skills and experience needed:**

- Senior management expertise and the skills to lead and motivate a high performing, collegial team.
- In-depth knowledge of government oversight, funding, procurement, and regulatory standards.
- Skilled and honest engagement with citizens, government, provider and community leaders, advocates, and the board.
- An understanding of systems of care.
- A genuine commitment to serving those in need.

**Official position description**

**EXECUTIVE DIRECTOR**

**Salary Range: 145,000 – 165,000**

**MAJOR FUNCTION**

Serves the Board providing leadership and strategic direction for the Children’s Board.

**MAJOR DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on the assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Develop and submit a proposed annual budget to the Children’s Board;
- Recommend/develop policies which relate to the evaluation of funding requests, the monitoring of programs funded by the Children’s Board, and other such matters as may be suggested by the Governing Board;

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- Serve as the final decision maker as to employment matters of all Children's Board employees, including the right to hire, evaluate, and dismiss unclassified and classified employees;
- Develop and ensure an efficient and effective executive team;
- Evaluate performance of executives for compliance with established policies and objectives of the organization and contributions in attaining objectives;
- Serve as the administrative and executive head of the Children's Board;
- Oversee operations to insure production efficiency, quality, service, and cost-effective management of resources;
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions;
- Have general charge, management, control, and supervision of all Children's Board property;
- Cultivate and develop cooperative relationships, both internally and externally, necessary to implement an annual funding plan;
- Work with various community stakeholders in the planning and development of new and expanded services, and in the development of innovative approaches to the provision of child and family services and supports;
- Enhance public understanding of and support for the organization through coordinated communications strategies;
- Serve as the representative of the organization through written articles, personal appearances at conferences and all forms of media;
- Represent the organization at County Commission, City Council, committee meetings, and formal functions as needed;
- Serve as the Children's Board representative for the Florida Association of Children's Councils and Trusts (FACCT);
- Promote the organization to local constituencies;
- Develop and maintain positive, open, trusting relationships with the Governing Board;
- Direct organizational planning and policy-making committees which includes ensuring community feedback which drives investments;
- Perform such other administrative and executive duties as are normally performed by an Executive Director/CEO;
- Perform such other duties as may be designated by the Governing Board.

## KNOWLEDGE, SKILLS, & ABILITIES

- Exceptional administrative, communication, interpersonal, and relationship building skills.
- Politically astute with an open management style that is collaborative, team oriented, and inspires growth and employee development.
- Vision to embrace diversity, transparency, and accountability.
- Experience with budget management, public procurement processes, contracts management, organizational development, and performance management.
- Functional knowledge of the larger systems of care and the relationship to Prevention practices.
- Demonstrated community connections.
- Program and Project Development and implementation.

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- Knowledge of a Special Taxing Districts and associated accountability.

## MINIMUM QUALIFICATIONS

- Bachelor's degree.
- Master's degree preferred.
- Ten years of progressively responsible senior management.
- Demonstrated leadership in business, not-for-profits, or government.
- Experience with Florida Public Records and Sunshine Laws is helpful.

Please submit a resume and cover letter before 7/17/23 to: [HCB@fordwebb.com](mailto:HCB@fordwebb.com).

