



Escambia Children's Trust of Florida

Job Description

Executive Director

FLSA Status	Exempt
Reports to	Escambia Children's Trust Governing Board
Supervises	Staff Employed by the Trust

Job Summary

The Executive Director is the professional leader and official representative of the Escambia Children's Trust of Escambia County Florida. This position oversees and directs the planning, budgeting, implementing, and managing of the activities and functions of the Board's strategic direction and policies pursuant to the organization's vision and mission. This position directs and facilitates activities internally and externally to create a community where children can reach their full potential.

The Executive Director provides strategic visioning, planning and operational leadership consistent with the mission of the agency to ensure fully integrated service delivery and to maximize use of resources available in the community, as well as seeking resources outside the community, to positively impact the lives of children and families in Escambia County.

JOB OBJECTIVES:

Planning

- Assist the governing board with development of strategic plan, and ensure yearly review of the plan
- Direct the activities of the Children's Trust based on the strategic plan
- Institute mechanisms to ensure community involvement in planning processes
- Work with other local planning bodies to ensure coordination and consistency of efforts
- Develop benchmarks to track progress toward strategic goals

Financial and Program Management

- Preparation, management and oversight of annual budget and funding recommendations for board approval
- Preparation and oversight of budget model forecast for planning purposes
- Establishment of policies and procedures related to the evaluation of funding requests
- Oversight of program and fiscal monitoring of funded programs, including evaluating effectiveness of programs funded

Operations Management

- Establish a work environment that fosters a productive work culture
- Foster high levels of customer service to ensure effectiveness and further development of customer-centered service delivery
- Develop and provide oversight to such organizational plans and procedures as necessary for effective operations
- Manage and direct the activities of staff to ensure programs are properly executed and the Trust's priority objectives are achieved
- To lead and ensure the effective management of the Trust in meeting the statutory functions relevant to the Trust
- Participate and oversee emergency planning and responses to emergency situations when required to do so
- Other administrative duties as delegated by the board
- Shall act as the Executive Secretary of the Board, maintaining all records of the Escambia Children's Trust, including ensuring that minutes are accurately taken and maintained.

Communications, Community Relations and Advocacy

- Establishment and oversight of mechanisms to communicate the activities of the Children's Trust to the community, including the website and web presence.
- Develop and foster effective external working relationships with community stakeholders within the community in order to address key strategic issues facing the community
- Represent the Trust to the Community
- Represent the Trust at various local and state events addressing issues related to the interests and mission of the Children's Trust
- Work with local legislative delegation and local elected officials to advance the interests of children and families
- Effectively communicate the Children's Trust positions to providers and the community

Board Relations

- Provide directional leadership and sound imaginative advice to the Trust Board on all matters relating to the Children's Trust
- Develops and maintains positive and open relationships and communication with the Board
- Ensures the Board is kept informed of relevant policy issues and relevant operational issues
- Prepares in consultation with Board chair and provides oversight of agendas and supporting materials for all Trust meetings
- Prepares and provides oversight of recommendations as requested by the Board
- Assists the Board Chair in matters relating to Trust member participation and Trust meetings

Perform other duties as assigned by the Trust



Minimum Educational Requirements

Bachelor's Degree (Master's Degree preferred) from an accredited college or university.

Preferred Experience, Knowledge, Skills and Abilities

A minimum of five (5) years of progressively responsible leadership experience overseeing a budget of at least \$5 Million

Strong management and knowledge skills including, but not limited to, consensus building, conflict resolution, motivation, decision-making

Successful history of working with a Board of Directors

Experience managing multiple contracts and/or programs

Knowledge of strategic planning

Highly developed ability to prepare and analyze statistical information

Knowledge of local, state, national and corporate funding streams

Experience in social service or community planning

Understanding of major policy issues involving children and families

Understanding of local needs and have a compelling commitment to the improvement of the quality of life of the residents of Escambia County

Highly developed skills in oral and written communication

Transportation Requirements

This position requires frequent and regular travel to and from a variety of business meetings or other locations in the community and possibly beyond the immediate community. While mileage reimbursement will be provided for business travel, provision of transportation is the responsibility of the employee. Any employee without transportation must secure reliable public or other transportation as needed for required travel. Travel by personal vehicle of the employee will further require a Driver's License Record check and proof of insurance.

Must hold a valid driver's license

Compensation

\$120,000 annual base salary plus competitive benefits

To Apply

Interested candidates should submit a cover letter and resume electronically to applications@escambiachildrenstrust.org. Application period closes noon, October 20, 2023.



Escambia Children's Trust provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, disability or gender. In addition to Federal law requirements, Escambia Children's Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.