

Florida Children's Council

Position Description

Position Title: Chief Executive Officer
Classification: Exempt
Reports to: Board of Directors
Position Org Date: August 7, 2020

Position Summary:

The CEO is responsible for the day to day operations and overall program and personnel management of the Florida Children's Council.

Essential Job Duties and Responsibilities:

- Participate with the Council Board of Director's in developing a vision and strategic plan to guide the organization
- Responsible for effective and timely communication with Council members to maximize and facilitate collaborative decision-making
- Oversee both the Children's Services Council of Florida, Inc. (501-c3) and the Florida Children's Services Council, Inc. (501-c4), which are the two entities that comprise the Florida Children's Council
- Maintain a working knowledge of significant developments and trends in industries impacting children, youth and families
- Foster effective team work between Council staff to maximize work efforts
- Conduct official correspondence on behalf of the Council and jointly with the Council Board of Directors
- Develop, and ensure compliance of all staff with, Council policies and strategic plan
- Responsible for membership and grant development, as well as identifying other resources necessary to support the Council's mission
- Responsible for working with the Council Board of Directors to ensure the fiscal integrity of the Council, to include a proposed annual budget and quarterly financial statements for submission to BoardResponsible for fiscal management operating within the approved budget; ensuring maximum resource utilization and maintenance of the operations in a positive financial position; monitors the monthly cash flow
- Works to execute legal documents on behalf of the Council
- Work to develop and implement an operational plan that incorporates goals and objectives that aligns with the strategic direction of the Council
- Develop and implement efficient and effective work strategies to support the Council strategic plan and any associated deliverables
- Oversee the planning, implementation and evaluation of contractors related to the implementation of the strategic plan and associated deliverables
- Educate and provide information on the Children's Services Council model to interested communities
- Represent the programs and point of view of the Council to agencies, organizations, and the general public; participate in community activities to enhance community work efforts

Florida Children's Council Job Description

- Identify and engage in strategic partnerships and collaborations to advance the priorities of the Council
- Work effectively with current and prospective community and state partners to identify challenges, innovation, and opportunity for system improvements
- Promote and advocate for legislative issues and state policies for prevention and early intervention programs that improve outcomes for children, youth and families, as well as those relating to Children's Services Councils
- Develop and enhance the Council's communication channels to publicize and promote the activities, programs and goals in order to increase and maximize partnership engagement and understanding of work effort
- Other duties as assigned

Minimum Educational and Experience Requirements:

- A minimum of a Bachelor's degree required in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field
- A minimum of ten years experience, five years of which are in executive management, in the areas of association management, policy development, human services, and/or education
- Experience with budget management, including budget preparation, analysis, decision-making and reporting
- A minimum of two years experience working with and engaging members of Florida's legislative and executive branches

Required Skills and Abilities:

- Demonstrated knowledge of association management and the children's services council model
- Background in state and/or national advocacy experience in the areas of children and youth issues
- Ability to translate and communicate complex topics in a variety of forums, tailoring communications to effectively fit and influence the targeted audience; strong executive presence, presentation and communication skills
- Ability to work collaboratively with key internal and external leaders, partners, and stakeholders
- Ability to work independently as well as in a team structure; ability to manage multiple tasks and be flexible
- Ability to execute immediate plans, be agile in making strategically aligned decisions, and plan for long-term sustainability
- Ability to develop grants and develop relations to support sustainability

Florida Children's Council Job Description

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to remain in a stationary position, frequently communicate accurate information, and operate a computer and other office machinery. The employee must have the ability to lift and/or move up to 25 pounds.

Typical Work Conditions:

Duties are performed in an office or field work related environment. The noise level in the work environment is usually moderate. Travel to seminars, training, or other events may be required.