

Early Learning Coalition of Pasco and Hernando Counties, Inc.

Position Description

Executive Director

Summary: The Executive Director shall be the chief executive officer of the Early Learning Coalition of Pasco and Hernando Counties, Inc. The Executive Director shall manage the business of the Coalition consistent with policies approved by the Board and shall perform other duties as may be prescribed by the Board or as provided in the Bylaws. The Executive Director shall provide strong leadership to ensure that the Coalition's initiatives are implemented and shall be accountable for the programmatic and fiscal integrity of the Coalition.

Duties and Responsibilities:

- Lead strategic planning efforts in conjunction with the Board and other key stakeholders and facilitate the achievement of strategic goals.
- Provide direction and technical assistance to the Board.
- Prepare policy recommendations, as appropriate.
- Identify and develop collaborative relationships with community stakeholders.
- Participate with communities, agencies and organizations to build partnerships that impact the early childhood care and education system.
- Work effective with the Office of Early Learning and the Agency for Workforce Innovation.
- Represent the Coalition at national, state and local meetings, as appropriate.
- Oversee the contracting process in collaboration with the Board and contracted providers.
- Provide effective communication to the Board.
- Provide strong leadership in early childhood care, education and development, and facilitate continuous quality improvement.
- Monitor Coalition expenditures and prepare reports to the Board, as appropriate.
- Supervise Coalition staff.
- Other duties as may be prescribed by the Board.

Requirements:

- Master's degree in early childhood education, health education, human services, or management, and five years of related experience; or,
- Bachelor's degree in early childhood education, health education, human services, or management, and eight years of related experience; and
- Demonstrated leadership abilities.

Requirements:

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- Excellent written and verbal communications skills.
- Excellent public speaking abilities.
- Demonstrated ability to establish and nurture partnerships.
- Knowledge and ability to use computer applications and software, specifically Microsoft Office.
- Knowledge and experience in financial management.
- Demonstrated ability to facilitate group consensus.
- Training and experience in early childhood education.
- Contracting experience.
- Ability to work with complex budget issues.
- Past supervisory experience.

Salary Range: \$55,000 to \$85,000 annually.

Benefits: Exempt Status, Individual health insurance, \$20,000 term life insurance, match up to 3% of gross salary into 403(b), 30 days of personal leave annually, Board approved holidays, 2 personal holidays.

Performance Evaluation: Annually by the full Board.

Supervision: By the full Board.