



## **Job Description**

**Title:** Executive Director  
**Reports to:** Chairperson  
**Effective as of:** March 1, 2017

### **Summary of Responsibilities:**

The Executive Director of the Association of Early Learning Coalitions (AELC or Association) is responsible for the management of personnel, administration, finance and operations of the AELC. This professional position requires broad knowledge and skills in areas of leadership, consensus building, research, group facilitation, strategic planning, problem analysis, problem resolution, finance, program planning and contract management. The Executive Director will report to the Chairperson of the AELC.

### **Duties and Responsibilities:**

- Plans, coordinates and, along with Chairperson, facilitates AELC meetings and activities. Includes meetings of the full membership, committees and other annual events. Coordination includes hotel reservations and contracts, identify and contract with guest speakers if applicable, and other duties associated with meeting and/or event implementation.
- Researches, prepares and disseminates position papers, policy analyses and information related to early learning issues.
- Tracks legislation impacting the early learning system. Supports and coordinates involvement of AELC membership with committee and individual legislative meetings throughout legislative session. Develops and disseminates bill summaries to AELC members to provide updates regarding status of bills.
- Serves as the primary representative of the AELC in its relationships with affiliated organizations, institutions, media, legislative contacts, as well as state and national agencies. Articulates the perspective of the AELC in a professional manner.
- Develops, recommends and implements policies which will further the objectives of AELC.
- Executes all decisions, contracts and commitments as delegated by the AELC Board.
- Advises the Executive Committee and the membership of potential problems and recommends solutions.
- Works cooperatively with the membership of the AELC to effectively deliver services in accordance with performance expectations.
- Establishes focus for strategic direction and supports efforts to accomplish those tasks.
- Applies knowledge and/or methods of compiling, organizing and analyzing data to produce greatest results.

- Operates within an approved annual budget.
- Ensures fiscal stability of the organization through development of alternate sources of funding.
- Ensures the prudent management of funds and physical assets of the AELC.
- Prepares, maintains and submits appropriate reports describing planning and evaluation activities to the Association on all activities of the AELC.
- Facilitates the maintenance of AELC website.
- Prepares and distributes AELC Annual Report.
- Hires and supervises staff and/or consultants (if appropriate) based on job descriptions and needs approved by the AELC.
- Designs and implements special assignments and projects as requested.
- Serves as a role model for AELC professional conduct.
- Performs other duties as assigned.

### **Job Requirements:**

- Graduation from an accredited four (4) year college or university required; degree in Early Childhood Education, Public or Business Administration, Social Services or Education preferred.
- Minimum of five (5) years professional experience in program planning, evaluation, research or statewide advocacy.
- Experienced as an administrator, operating officer or public administrator, and working with a Board or Coalition.
- Ability to work independently with minimal guidance to manage multiple projects.
- Ability to complete tasks and meet deadlines.
- Ability to work flexible hours to ensure project and deadline completion.
- Ability to cooperate successfully as a member of a team.
- Ability to communicate clearly and concisely, verbally and in writing; ability to be an effective public speaker.
- Demonstrated proficiency in creating and editing documents and computer spreadsheets (Adobe, Word, Excel, Outlook, PowerPoint, and publishing software).
- Working knowledge of or the ability to quickly learn acceptable and established early learning practices and program requirements in order to properly interpret and apply policies, rules, procedures, etc.
- Must clear Level 2 background and drug screening. This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S. and drug screening as the AELC is a drug free workplace.
- Valid Florida Driver's License.

### **Travel Requirements:**

- This position requires 33% or more travel within the State of Florida and occasional travel outside of the state.

### **Physical Activity / Working Conditions:**

The physical demands described here are representative of those that must be met 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 Contractor is regularly required to talk and hear. The Contractor is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The Contractor must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**NON-DISCRIMINATION STATEMENT:**

The AELC does not discriminate on the basis of race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The AELC will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA).

This job description may not be all-inclusive and the Contractor is expected to perform all other duties as assigned and directed by the AELC Chairperson. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

I have read and understand the job responsibilities, standards and requirements for this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name/Date

*Note: The above job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the Contractor a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.*