



Children's Trust of Alachua County (CTAC)

Position Title:	EXECUTIVE DIRECTOR
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Department: Executive

Reports To: Board of Directors

FLSA Status: Exempt

Pay: Established by Board of Directors

Revised Date: March 2022

Position Summary: The Executive Director is responsible for providing strategic leadership for CTAC by working with the board of directors and the executive management team to establish long-range goals, strategies, plans and policies. The Executive Director leads the execution of The Trust's mission, vision, and values. They are responsible for working with the Board of Directors and the management team to establish long-range goals, strategies, plans and policies.

General Duties: Planning, budgeting, advocacy, community leadership, implementing, managing, and evaluating the activities and functions of The Children's Trust.

Specific Duties and Responsibilities: This position is responsible for the overall operations of the Children's Trust. Specific duties may be assigned to other personnel with appropriate oversight. Final accountability remains with this position.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Engages with the stakeholder community to promote CTAC's mission and vision, and recruits supporters and strategic partners.
2. Uses data and community input to develop strategic initiatives to support the wellbeing for all children in the community.
3. Establishes credibility within The Trust and with the Board as an effective developer of solutions to community, provider, and business challenges.
4. Establishes effective collaborations with existing community providers, funders, and stakeholders.
5. Collaborates with The Trust's management team to develop and implement systems, processes and procedures and personnel designed to achieve the objectives of CTAC.
6. Uses independent judgment to plan, prioritize and organize diversified workload.

7. Motivates and leads CTAC's management team; attracts, recruits, and retains the executive team; provides mentoring to The Trust's management career development program.
8. Advocates for The Trust's clients.
9. Principal spokesperson of The Children's Trust and stakeholder queries.

Professional Experience/Qualifications

Incumbent is a visionary, strategic, results-oriented leader who has the personal characteristics and professional experience to lead The Children's Trust. They must:

- Possess passion for The Trust's mission and the ability to communicate that passion with impact to multiple stakeholders.
- Be creative and possess the drive, personal dynamism and communication and interpersonal skills to be an outstanding advocate, representative and spokesperson.
- Be mature and self-assured and be able to demonstrate credibility and command the respect of multiple stakeholders both internally and externally.
- Be a strong relationship builder. Ideally, this individual will have been engaged in dealing in a political environment, and with government entities, the media and the organizations of the kind that are supported by The Trust.
- Possess a collaborative style and diplomatic and persuasive skills.
- Be sensitive to the needs of the diverse communities of Alachua County and possess the credibility to partner and engage with the leaders of these communities.
- Have strong business acumen and be performance orientated, focused on ensuring accountability for themselves, staff, and providers.
- Possess a strong grounding in the fundamentals of management, be well-organized and resourceful, and possess excellent planning skills.
- An understanding of the dynamics of diverse communities; demonstrated cultural competence and knowledge of Alachua County is preferred.
- 10 to 15 plus years in various management/leadership roles.

Education:

Master's degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of five (5) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above. Bachelor's Degree in Business or Public Administration, Management, Human/Social Services or related field and a minimum of ten (10) years progressively responsible administrative experience in a human service or public administrative setting that reflects the qualifications listed above.

Scope of Responsibility:

Errors of fact, interpretation or judgment can result in significant monetary and human resources losses and undermines the overall effectiveness and success of The Children's Trust. The incumbent has access to the most proprietary information regarding The Trust's strategy, finances, and internal information, and is expected to demonstrate the highest levels of discretion and business conduct and ethics while complying with all applicable Florida Government in the Sunshine law requirements.

Work Environment:

Duties are primarily performed in a general office environment and the community. Position and duties may require employee to travel to off-site facilities in visiting agencies throughout the community and participate in off-site meetings.