



JOB ANNOUNCEMENT

Director – Florida Afterschool Network Foundation

Florida Children's Council
An Equal Opportunity Employer

Category: Full-time, Exempt (Salary)

Supervisor: Council- CEO

Date Created: August 7, 2017

About the Organization

The Florida Afterschool Network (FAN) was established by the Florida Children's Council in 2005 through a grant from the Charles Stewart Mott Foundation with the vision that every child has quality afterschool opportunities that are accessible, affordable, accountable and inclusive. Over the past twelve years the impact of FAN initiatives and activities has stretched across the arenas of policy, sustainability, and quality. FAN works actively to support its mission of providing unified leadership to advocate for the development, enhancement and sustainability of innovative, high quality afterschool programs and policies statewide.

FAN is under the fiscal sponsorship of the Florida Children's Council (Council). The Council, located in Tallahassee, is well-positioned to create new opportunities to advance the FAN mission. The FAN membership is excited to work with its new director to solidify its role within the Council and as a major contributor to statewide systematic change that ensures the accessibility and quality of “out of school” time and programming.

Job Purpose

The Director is responsible for FAN's consistent achievement of its mission and financial objectives. S/he has responsibility to support FAN in all its ongoing activities, while also contributing to the development and implementation of new initiatives and exploring additional avenues for impact and engagement.

A successful candidate will possess the qualifications and skills necessary to work effectively within the Council to provide leadership on the administration, programs and strategic plan of FAN, as well as have a demonstrated track record of success in doing so. The ideal candidate will have an extensive knowledge of statewide expanded learning systems and its educational and youth development partners; proven talent for strategic visionary thinking through a disciplined, analytic lens; the ability to collaborate and convene statewide stakeholders to promote a policy agenda; and be able to identify opportunities to increase the sustainability of the Florida Afterschool Network.

Essential Job Duties / Responsibilities

Leadership & Governance: Works with FAN membership to fulfill the mission.

- Participate with FAN membership and Council CEO in developing a vision and strategic plan to guide the organization
- Maintain a working knowledge of significant developments and trends in the field
- Responsible for effective and timely communication with FAN membership to maximize and facilitate collaborative decision-making
- Promote active and broad participation by volunteers in all areas of the organization's work
- Foster effective team work between FAN membership and Council staff to maximize work efforts
- Provide communications support to FAN membership as needed
- Conduct official correspondence on behalf of FAN and jointly with FAN leadership
- Work with the Council to ensure FAN complies with Council policies

Financial Performance & Viability: Develops resources sufficient to ensure the financial health of the FAN operations.

- Responsible for participating in fundraising efforts including engagement and support of FAN membership; responsible for grant development and identifying other resources necessary to support FAN's mission
- Responsible for working with the Council CEO to ensure the fiscal integrity of FAN, to include a proposed annual budget and monthly financial statements for submission to FAN membership
- Responsible 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
- Work with the Chair of FAN to conduct official correspondence, and with the Council CEO to execute legal documents

Operational Planning & Management: Oversees and ensures the operations of FAN meets the expectations of its clients, FAN membership and funders.

- Work with FAN membership and Council CEO to develop and implement an operational plan that incorporates goals and objectives that aligns with the strategic direction of FAN
- Develop and implement efficient and effective work strategies to support the FAN strategic plan and associated deliverables
- Oversee the planning, implementation and evaluation of contractors related to the implementation of the strategic plan and associated deliverables
- Provide support to FAN membership by preparing meeting agenda and supporting materials

Community Relations & Advocacy: Establish strong working relationships and collaborative arrangements with community groups, funders, the Florida Legislature, and other organizations to help achieve the goals of FAN.

- Identify and engage in strategic partnerships and collaborations to advance the priorities of the field
- Communicate the work of FAN to stakeholders and identify changes in the community and state that are a result of FAN efforts
- Develop and enhance FAN's communication channels to publicize and promote the activities, programs and goals

- Represent the programs and point of view of FAN to agencies, organizations, and the general public; participate in community activities to enhance community work efforts

Other duties as needed and assigned.

Level of Supervision: Receives moderate supervision and general direction as to goals and achievement of those goals broadly from FAN membership and specifically from the FAN Personnel Committee and Council CEO. Performance evaluations will be based on the successful achievement of goals.

Education, Skills, and Experience

- At least five years' experience in the areas of policy development, afterschool programming, and/or related education and/or youth development fields
- Bachelor's degree in child and youth development, education, communications, public policy, public administration, business administration, sociology, social work or a related field
- At least three years working in senior management for a nonprofit, educational or related organization and/or leadership roles in strategic project development and implementation
- Experience with hands-on-budget management, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of FAN's strategic future to staff, board, volunteers and donors
- Ability to develop grants, fundraise and maintain donor relations to support sustainability
- Proven ability to provide transparent and high integrity leadership
- Ability to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Travel

Substantial travel is expected for this position. Travel will include Florida communities and occasional national meetings. If the candidate is located outside of Leon county travel will be more frequent to Tallahassee during legislative session. Requires working occasional weekends and weeknights.

Compensation

The salary is competitive and commensurate with experience and qualifications.

Application Deadline

Open until filled. Apply no later than **5 p.m. September 5, 2017** to be considered in the initial screening.

Application Procedure:

Email resume, cover letter and salary history/requirements to ajones@floridacsc.org. Include "**FAN Executive Director – (Your name)**" in subject line. Due to the high volume of interest, we cannot accept phone calls.

Anticipated Start Date:

October 15, 2017 or as soon as possible

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