



Jack & Jill Center seeks qualified candidates for the position of Chief Executive Officer.

Position Type: Full-time, Salaried, FLSA Exempt

Location: Fort Lauderdale, Florida

Position Summary

The Chief Executive Officer (“CEO”) is responsible for the overall leadership, management, and strategic direction of the organization. The CEO’s primary goal is to ensure the organization’s mission is fulfilled while assuring it operates efficiently and effectively. The CEO carries out the Center’s programs within the annual budget and in accordance with the policies set forth by the board of directors (the “Board”).

The CEO’s job includes but is not limited to providing overall strategic direction, supporting Board governance and committee work, developing and implementing operational and fundraising strategies, supervising and coaching management team, participating in the community and in events related to early childhood and elementary education, championing early childhood and elementary education, and forging a sustainable economic model.

The CEO’s position requires a visionary and strategic leader with an organization development mindset and expertise. The CEO has an understanding of Center’s target client population, its needs, and support requirements. The CEO is team-oriented with the workforce, family-oriented with the client population, and a community builder with the organization’s stakeholders. The CEO advances and sustains the Center, particularly operationally and economically. The CEO is an early childhood and elementary education champion and influencer. Ideally, the CEO possesses a blend of education administration, nonprofit management, and corporate business proficiency.

Primary Position Responsibilities

The CEO has lead responsibility for strategic leadership, operational strategy, revenue generation, organizational administration, and community engagement functions within all organizational programmatic areas and initiatives. Key cross-functional activities include the following:

- Co-develop and implement a strategic plan, long-range direction, and associated business strategies for the Center to meet the early childhood and elementary education needs of the community.
- Maintain the Center’s accredited early childhood education while working to attain accreditation of elementary education and continuing to provide services.
- Work collaboratively with the Board and committees to maximize board support and performance.
- Prepare, present, and oversee Center’s annual operating and capital budgets with the assistance of the Chief Financial Officer.
- Supervise the daily operations of the Center’s business in accordance with the policies and procedures established by the Board.
- Ensure the Center has growing and diversified revenue sources from both the public and private sector to cover current and increasing costs as well as to support new initiatives through annual fundraising activities that generate operating and capital resources.
- Implement annual operational strategies that meet the need for current capacity and future growth in services the Center provides with attention on best practices and academic quality and excellence.
- Create a professional work environment that attracts and retains talented and dedicated employees, while ensuring their professional growth, productivity, compensation, and well-being.
- Serve as the ambassador of the Center, participating in key and strategic initiatives to maintain the Center’s visibility, enhance its stature, broaden stakeholder awareness, garner support, and deepen community impact.



- Champion early childhood and elementary education to promote better local, state, and federal support and legislation, including influencing applicable policies and appropriations.
- Ensure parent and family engagement in the Center's activities and their children's development.

Minimum Qualifications

The CEO possesses the following minimum qualifications:

- Bachelor's degree (or higher) in a relevant field, preferably education and/or business; Advanced degree preferred.
- Certification(s) in nonprofit leadership, other management, and/or a related field preferred.
- 10 years of experience in executive leadership in the nonprofit sector and/or a related field.
- Experience in early childhood and/or elementary education administration preferred.
- Proven leadership track record and business acumen, ideally within a mission-driven organization.
- Demonstrated financial management skills.
- Demonstrated fundraising skills including ability to network, cultivate, and sustain relationships with donors (individuals, corporations, foundations, etc.).
- Knowledge of nonprofit laws, regulations, and best practices.
- Communication, presentation, and public speaking skills.
- Ability to organize, manage, and mobilize a large group of employees across multiple lines of business within a complex organization.
- Ability to build and forge a productive and synergistic working relationship with the Board.
- Experience overseeing significant organization development and growth.
- Ability to work weekends and evenings as required.
- Proper documentation to work in the United States.

Compensation

Jack & Jill Center offers a competitive salary and benefits package. Compensation commensurate with candidate qualifications and experience.

About Jack & Jill Center

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive education and holistic wraparound support services to children and their parents within high-need families who work or attend school in order to improve their well-being and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, Florida. In recent years, Jack & Jill Center expanded into elementary education, opening the Madelaine Halmos Academy which operates kindergarten through fifth grade. Today, Jack & Jill Center continues to educate children, serve families, primarily women-led households, and advocate for its target community. Jack & Jill Center remains committed to its mission of strengthening children and families through innovative education, supportive programming, and community engagement.

How to Apply: Please email cover letter and resume in PDF format to HR@jackandjillcenter.org.

Application Deadline: February 15, 2024

Application materials will be reviewed on a rolling basis until the deadline date. Early applications are encouraged.