



POSITION TITLE: Chief Executive Officer
REPORTS TO: Board of Directors
POSITION TYPE: Full-time

DEPARTMENT: Administration
EFFECTIVE DATE: January 18, 2024
CLASSIFICATION: FLSA Exempt

ORGANIZATIONAL DESCRIPTION

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.

JOB 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 job includes but is not limited to the following: provide overall strategic direction, support Board governance and committee work, develop and implement operational and fundraising strategy, supervise and coach management team, participate in the community and in events related to early childhood and elementary education, champion early childhood and elementary education, and forge a sustainable economic model.

ESSENTIAL JOB FUNCTIONS

The CEO is responsible for the following activities within all organizational programmatic and initiative areas; responsibilities may have overlapping functions:

- **Strategic Leadership**
 - Possess a solid understanding of the target population and community including its needs and support requirements.
 - Co-develop and implement a strategic plan and long-range direction for the Center to meet the early childhood and elementary education needs of the community, particularly for at-risk working families.
 - In accordance with the Center’s strategic plan and operational requirements, bring best practices, current industry trends, and recommendations to the Board as to the strategic direction of the Center.
 - Create and implement business plans that address the current and long-range direction of the Center that include:
 - Superior educational services for its clients
 - Family support services
 - Community relations
 - Financial development
 - Fundraising strategies
 - Facility, risk, and property management
 - Human resources
 - Operational infrastructure

- Organization development and growth
 - Board governance
- Maintain keen awareness of the external and internal forces that can affect the business and craft forecasting models that will guide the development of the Center to be on top of changing trends in accredited early childhood and elementary education and services for at-risk community members (children, parents, families).
- **Board Governance & Committee Work**
 - Keep the Board fully apprised of the operations of the Center.
 - Attend all meetings of the Board and Executive Committee and serve as key staff liaison to other committees of the Board, as appropriate.
 - Support Board development, engagement, performance, and succession.
- **Operational Strategy**
 - 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.
 - Engage in annual fundraising activities to generate operating and capital resources.
 - Implement annual operational strategies that meet the need for capacity and growth in services the Center provides.
 - Establish and implement “best practice” operational procedures for the Center with attention to academic quality and excellence.
 - With the assistance of the Center’s Chief Financial Officer (“CFO”), prepare and present annual operating and capital Center budgets to the Finance Committee and Board for approval.
 - Ensure that proposed staff salaries and benefits included in the Center’s operating budget are appropriate to attract and retain the caliber of individuals who will maintain the Center’s standard of excellence.
 - Oversee expenditures, and with the assistance of the CFO, ensure written monthly status reports are presented at Finance Committee and Board meetings with explanations of material variances as needed.
- **Supervision & Coaching**
 - With the support of the Director of People and Culture, hire employees who are committed to ensuring the Center remains accredited in the fulfillment of its mission.
 - Create a professional environment that attracts talented employees and ensures their professional growth, productivity, and compensation.
 - Support staff engagement and dedication to the children and families served by the Center.
 - Advance a conducive and unified workplace culture that fosters employee morale and staff well-being, retaining talent.
- **Community Engagement**
 - Serve as the ambassador of the Center, participating in key and strategic community and statewide initiatives as deemed appropriate, to maintain the Center’s visibility, enhance its stature, broaden stakeholder awareness, and deepen community impact.
 - Be active in leadership opportunities within early childhood and elementary education to enhance knowledge and support of the Center, its mission, funding, and continued growth.
 - Develop and cultivate supporters and partnerships that will advance the Center in a variety of ways including but not limited to donors, volunteers, community allies, advocates, etc.
 - 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.

ABILITIES & PHYSICAL REQUIREMENTS

- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to work weekends and evenings as required.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate various departments of the organization's physical premises.

POSITION QUALIFICATIONS

The CEO possesses the following qualifications:

- Minimum of a 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.
- A minimum of 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 in a nonprofit or 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.
- Commitment to the organization’s mission, vision, and values.
- 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.
- Proper documentation to work in the United States.

EEO STATEMENT

Jack & Jill Center is an equal opportunity employer. All employment activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants, candidates and/or employees without regard to race, color, religion, creed, gender, gender expression, age, national origin, sexual orientation/preference, marital status, pregnancy, disability, veteran’s status, or any other characteristic protected by law. In addition to federal law requirements, Jack and Jill complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

This job description has been approved by all levels of management:

Manager/Director _____ Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____