

Florida House on Capitol Hill in Washington, DC is seeking an exceptionally qualified Executive Director with the vision to enrich and expand our mission with innovation and enthusiasm. As the only state with an embassy in our nation's capital, our new leader will possess unique skills as a fundraiser and communicator with a passion for organization, planning, transparency and building relationships and partnerships both in Florida and in Washington, DC.

**Job Description:**

The Executive Director shall oversee the administration of Florida House on Capitol Hill including the staff and volunteers, programs and strategic plan of the organization. Other duties include fundraising, marketing and community outreach both in Florida and Washington, DC. This full-time position reports directly to the Chair of the Board of Trustees. The salary will be commensurate with qualifications, experience and responsibilities.

**General Responsibilities:**

**1) Board Governance: Works with the Board of Trustees to fulfill the organization's mission by:**

\*\* Communicating effectively with the Board of Trustees and providing, in an accurate and timely manner, all information necessary for the Board to function properly and to make informed decisions.

\*\* Maintaining a "standing policy manual" in which all policies that the Board of Trustees adopts are maintained. This document will be a major reference for the Board of Trustees and the staff.

\*\* Producing an annual report

\*\* Assisting the Chair of the Board of Trustees and the Chair of the Membership Committee to recruit new members of the Board of Trustees.

\*\* Overseeing the planning and implementation of the two annual Board of Trustees meetings

\*\* Overseeing and implementing Executive Committee meetings.

**2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization by:**

\*\* Submitting to the Board of Trustees both capital and annual budgets and monthly financial statements, which accurately reflect the financial condition of the organization.

\*\* Operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.

\*\* Developing the strategy and resources necessary to support the Florida House mission, and implementing and overseeing fundraising operations in-conjunction with the Board of Trustees.

**3) Mission and Strategy: Works with the Board of Trustees and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach by:**

\*\*Creating, implementing and spearheading a strategic plan to achieve annual and long term program goals in-conjunction with the Board of Trustees.

\*\* Being the official spokesperson for Florida House which necessitates developing a communications/public relations strategy that includes social media, print, electronic media and community outreach.

\*\* Functioning as the visible, effective and well respected spokesperson representing Florida House to the media, donors, the wider business and non-profit communities in Florida and Washington, DC,

\*\* Establishing and maintaining a working relationship with Florida's Congressional Members and the Governor of Florida.

**4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are carried out by:**

\*\* Managing the staff and volunteers, implementing best practices in hiring, training, professional growth, evaluation and retention of competent, qualified staff. Responsible for any staff terminations should such become necessary.

\*\* Ensuring that capital improvement strategies and preventive maintenance schedules are in place and implemented in order to maintain a safe and functional facility that supports programs and functions.

\*\* Ensuring that standards of compliance in all areas are met or exceeded in order to maintain licensing and accreditation with Washington, DC standards.

\*\* Ensuring compliance with all federal, state and local laws in all areas of operation, including but not limited to employment, financial management, facilities, accommodations etc.

**Actual Job Responsibilities:**

\*Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of Florida House.

\*Serving as the Florida House primary spokesperson to the organization's constituents, the media and the general public.

\*Establishing and maintaining relationships with governmental entities and various organizations throughout Washington, DC and the State of Florida, and utilizing those relationships to strategically enhance the Florida House mission.

\*Reporting to and working closely with the Board of Trustees to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Florida House throughout the State.

\*Supervising and working with organization staff in a collaborative way.

\*Reviewing and approving contracts for services.

\*Other duties as assigned by the Chair of the Board of Trustees

**Professional Qualifications:**

A bachelor's degree

Transparent and high integrity leadership

Five or more years senior nonprofit management experience

Solid, hands-on, budget management skills, 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 the Florida House's strategic future to staff, board, volunteers and donors

Knowledge and implementation of successful fundraising strategies and donor relations unique to nonprofit sector

Skills 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

Resides in the D.C. Area

Must pass a background check.

To learn more about Florida House and its mission, please go to [www.floridahousedc.org](http://www.floridahousedc.org).

To apply please send your resume to: [resumefloridahousedc@gmail.com](mailto:resumefloridahousedc@gmail.com).