



JOB DESCRIPTION: EXECUTIVE DIRECTOR, GOVERNMENTAL AFFAIRS, STRATEGIC INITIATIVES, AND CONTINUOUS IMPROVEMENT

DEPARTMENT:	Governmental Affairs, Strategic Initiatives, and Continuous Improvement	REPORTS TO:	Chief Operations Officer
JOB CLASS:	Executive Director	PAY GRADE:	24
EXEMPT STATUS:	Exempt	DATE:	April 13, 2015

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

In collaboration with relevant internal and external stakeholders, the Executive Director, Governmental Affairs, Strategic Initiatives, and Continuous Improvement shapes, manages, and leads strategies for influencing Florida Virtual School (FLVS), state and federal virtual learning policies, advising FLVS's Chief Operations Officer (COO), President/CEO, and Board of Trustees on policy issues. The Executive Director communicates FLVS's policy positions to a wide range of internal and external stakeholders. The Executive Director ensures that governmental affairs, strategic initiatives, and continuous improvement strategies align; oversees solutions to meet strategic and continuous improvement initiatives as directed by the COO. The Executive Director is also responsible for establishing an education compliance policy as defined by the Florida Department of Education. The Executive Director requires consultation and collaboration with FLVS executive leadership and relevant allies and partners, including consultants, online learning associations, other advocates, and government officials to meet organizational objectives and goals.

ESSENTIAL POSITION FUNCTIONS:

- Plan, develop, and implement programs, activities, and functions designed to achieve school goals as directed by the COO
- Develop, manage, and evaluate all programs, activities, and functions under his/her supervision to ensure their efficient operation and full alignment with school goals and priorities as directed by the COO
- Develop, oversee, and adhere to a department-based budget
- Keep the COO informed about current critical issues and the operational status of areas under his/her control
- Formulate FLVS, state, and federal policy positions and proposals; analyze, track, and propose policy solutions for related educational issues
- Assess strategic opportunities and negotiate consensus through making connections between educational and virtual school policy implications and practice
- Prepare briefs, summaries, and other materials to guide development of FLVS's policy positions
- Lead FLVS efforts to increase support and sustain such support for policy that promotes online learning

- Direct Governmental Affairs consultants and cultivate relationships with key governmental officials and staff, the Department of Education, and other state agencies
- Foster relationships and oversee solutions to meet strategic initiatives, such as eliminating the digital divide and opening access for underserved populations
- Oversee grassroots advocacy efforts
- Articulate FLVS's policy positions to external stakeholders, including policymakers and staff, Department of Education, and other key governmental agencies, Superintendents, the media, other organizations that are or may become stakeholders in FLVS's policy agenda—e.g., INACOL, SREB, USDLA, FDLA, and other relevant organizations
- Serve as an expert resource on FLVS policy issues for staff, as well as for opinion leaders and policymakers outside FLVS
- Provide strategic advice to FLVS leadership on organizational, state, and national policy matters
- Ensure governmental affairs, strategic initiatives, and continuous improvement strategies align with organizational goals
- Oversee liaison between the FLDOE and FLVS in regards to establishing compliance on various education policy matters
- Oversee organizational continuous improvement initiatives as directed by the COO
- Distill experiences from direct advocacy and mobilizing to inform FLVS strategy
- Lead and manage assigned direct reports; Evaluate the department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Bachelor's Degree in related field
- Master's Degree, preferred

Experience:

- Eight (8) years of experience in non-profit and/or government position(s) with increasing responsibilities, including policy analysis, advocacy, performance management, and strategic planning related to online learning and education in general
- Five (5) years of progressive experience leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities

Knowledge, abilities and skills:

- Knowledge of state and national virtual learning and education policies, trends, and best practices
- Ability to analyze legislation and identify relevant information
- Strong organizational, project management, research, and analytic skills

- Ability to work effectively with government agencies to provide leadership in consensus-building
- Ability to negotiate and clearly communicate FLVS's policy positions to external stakeholders in ways that engender respect and strengthen FLVS relationships with those stakeholders over time
- Ability to provide strategic leadership and address key strategic challenges and opportunities
- Strong verbal and written communication and interpersonal skills
- Excellent collaborative, team player with the ability and proficiency at influencing without authority
- Ability to deploy resources and manage multiple projects
- Ability to work with and through people to establish goals, objectives, and action plans

CORE COMPETENCIES FOR SUCCESS:

<p>COMMUNICATION SKILLS</p> <p><i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i></p>	<p>INTERPERSONAL SKILLS</p> <p><i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i></p>
<p>CUSTOMER FOCUS</p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i></p>	<p>FUNCTIONAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i></p>

DIRECTOR COMPETENCIES FOR SUCCESS:

<p>LEARNING ON THE FLY</p> <p><i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i></p>	<p>PRESENTATION SKILLS</p> <p><i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i></p>
<p>PRIORITY SETTING</p> <p><i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the</i></p>	<p>BUSINESS & FINANCIAL ACUMEN</p> <p><i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting</i></p>

<i>trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	<i>his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
<p style="text-align: center;">COMPOSURE</p> <p><i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i></p>	<p style="text-align: center;">DEALING WITH AMBIGUITY</p> <p><i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i></p>

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Frequent travel is required
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.