

COLLEGE OF CENTRAL FLORIDA  
HEART OF FLORIDA

JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR, HEART OF FLORIDA REGIONAL COALITION  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: P-5

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide leadership and management for the Heart of Florida Regional Coalition; provide staff support for the Board of the Coalition. Successful completion of a criminal history background investigation is required prior to employment.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Relevant bachelor’s degree in business, marketing, public administration/relations preferred.
2. Years of experience in field: Five years’ experience in non-profit or business organizations at the management level; or any equivalent combination of related training and experience preferred.
3. Special skills or abilities related to position: Familiarity with Heart of Florida region and community resources and attractions desirable.

ESSENTIAL JOB FUNCTIONS:

1. Organize quarterly meetings of the Heart of Florida Coordinating Board.
2. Oversee/coordinate the work of committees appointed by the Heart of Florida Coordinating Board.
3. Coordinate long-range planning for the Coalition.
4. Coordinate an annual meeting for the Coalition.
5. Plan special events as directed by the Board.
6. Develop a plan to achieve long-term financial status of the Coalition.
7. Represent the Coalition at key meetings and events.

ESSENTIAL JOB FUNCTIONS (Continued):

8. Maintain a communication system to keep membership and others informed of Heart of Florida activities (web site, newsletter, etc.)

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

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.
- Ability to drive a college vehicle.
- Light Lifting of boxes.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: EDC office in Ocala & Gainesville

SUPERVISOR OF POSITION: College President and Co-Chairs of Coordinating Council