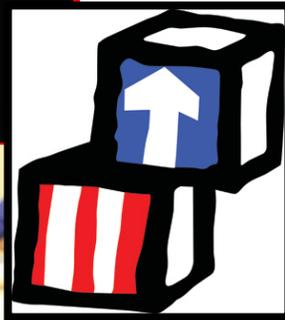




LUTHERAN
SERVICES
FLORIDA

**Executive Vice President
Children and Head Start
Services**

Tampa, FL



Gans, Gans & Associates

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Lutheran Services Florida

Lutheran Services Florida (LSF) is an organization that is guided by big ideas and these guiding principles create an *imperative to serve* that compels LSF to build on organizational strengths, overcome weaknesses and create effective programs in response to human suffering and need. The *mission, values, and vision guide* the work of LSF. These guiding principles also shape the *advocacy* and promotion efforts of the organization, which focus on the needs of the vulnerable, overcoming barriers to service and positioning LSF to effectively respond to opportunities.

The LSF business model responds to a rapidly changing service landscape with an aggressive growth strategy. That growth is predicated on methodical pursuit of entrepreneurial opportunities and the maintenance of a new program "pipeline." LSF provides value by developing and competently deploying efficient organizational structures; effective operating policies and procedures; accountable management systems and processes; and expertise in the form of personnel, strategic alliances or purchased services.

LSF has over 60 Programs throughout Florida, a projected budget of over \$200 million and over 1000 employees. Their Head Start Programs are in multiple counties throughout Florida providing multiple program options including center base, family childcare, home base, pregnant mothers, and infants and toddlers.

Vision

"Ready for School, Prepared for Life"

Mission

To educate, equip, and empower children, families and staff through partnership and efficient data driven systems to close the achievement gap.

History of LSF

In 1975 when the Vietnam War ended, thousands of refugees sought safety in the United States arriving with nothing more than the clothes they wore. The needs of the refugees were tremendous and Lutheran churches responded quickly providing them with immediate aid in the form of food, clothing and temporary homes. This assistance was vital; however, it soon became apparent that a larger, ongoing and more organized effort was necessary to help the newcomers adjust to life in a new country.

As a result, Lutheran churches sponsored employment programs to help refugees find jobs so they could truly begin building new lives in America. In 1980, when thousands of Cubans came to the United States during the Mariel Boatlift, Lutheran churches responded once again helping refugees with resettlement needs and employment assistance.

When Lutheran Services Florida (formerly *Lutheran Ministries of Florida*) was established in 1982, the agency assumed responsibility for the employment programs started by Lutheran churches in Miami and Tampa. Whereas initially the greatest demand for assistance came from Vietnamese and Cuban refugees, soon LSF counselors were helping refugees from Central America, Haiti and other parts of the Caribbean, Bosnia, the Sudan and many other countries. As the number of refugees increased dramatically throughout the years, LSF responded to the growing demand for services by expanding its programs. Today LSF has Refugee and Immigration programs throughout Southeast and Central Florida.

Other programs located throughout the state include Guardianship Services, Youth Shelters, PEPPI Head Start, the Child Care Food Program, Counseling Services, Disaster Response, Sexual Abuse Treatment Program, Teen Court, Ryan White Program, Early Head Start, and Case Management for Child Welfare, Foster Care and Adoptions, and Substance Abuse and Mental Health.

Continuing its mission, LSF continues to expand each division of services to meet existing needs and to bring healing, hope, and help to people in need throughout Florida. Today LSF has offices and programs in Belle Glade, Crestview, Fort Myers, Fort Walton Beach, Jacksonville, Largo, Lauderdale Lakes, Miami, Milton, New Port Richey, Oakland Park, Orlando, Pensacola, Port Charlotte, Sarasota, St. Petersburg and Tampa.

Position Summary

Reporting to LSF President and Chief Executive Officer the Executive Vice President Children and Head Start Services is responsible to lead the Children and Head Start Services in LSF and maintain the programmatic and fiscal integrity of five independent Head Start Grants, The Family Childcare Food Program, Voluntary Pre-Kindergarten (VPK), Healthy Start Program and USDA Child Care Food Programs. Serve as a corporate officer to LSF responsible for growth in the organization and managing new funding opportunities.

Essential Functions

Leadership

- Expected to contribute to the greater good of the LSF organization as a collaborative member of LSF's Leadership Team.
- Provide vision, motivation and leadership to employees, families, and volunteers.



- Represent LSF on all local, state and federal initiatives and Boards in the area of early learning, head start and the assurance of closing the achievement gap for young children.
- Empower and evaluate professional employees, using coaching and mentoring techniques; encourage and support developmental opportunities in keeping with new organizational structure.
- Work with local funders, i.e., Children Services Councils, Early Learning Coalitions and other funding sources to increase capacity and funding for all programs.
- Responsible for state wide management systems and performance and reporting of all Head Start programs and the assurance that services, and systems are developed in accordance with Head Start Performance Standards, and congruent with organizational philosophy, mission, and values.
- Fiduciary responsibility of ensuring the budget is maintained and ensuring compliance with federal and state regulations for Child Care Food Program.
- Work directly with the Office of Head Start toward grant compliance for all programs, expansion, leading federal reviews and fostering a positive relationship on behalf of LSF.
- Ensure compliance within area of responsibility for fleet, inventory, and maintenance of facilities. Makes recommendations for improving effectiveness of policies and procedures.
- Model behaviors which support the overall philosophy and design of the organization.

Governance

- Establish and maintain effective working relationships with the members of the Policy Committees, Policy Council and Head Start staff. Assure the adequate flow of information in all directions so that each group is well informed and well heard.
- Oversee budget amendment submittals for all Head Start and Food Nutrition Grants to the Policy Council and LSF Board for approval.
- Responsible for leading Head Start services in a manner that supports and guides the organization's mission as defined by the staff, parents, Policy Committees, Policy Council and LSF Board of Directors.
- Responsible for communicating effectively with the Policy Council Advisory Board and LSF Board and providing, in a timely and accurate manner, all information necessary for the Policy Council Advisory Board and LSF Board to function properly and to make informed decisions.

Fiscal Management

- Responsible for the fiscal integrity of local, state and federal dollars to include submission to the Board of a proposed annual budget and monthly performance reports and financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for diversifying funds thru Voluntary Pre-Kindergarten, School Readiness and other funding and developing other resources necessary to support LSF's Head Start's mission.

Advocacy/Public Relations

- Participate and represent Head Start in local, state, regional, and national planning communities.
- Act as a conduit for input and information, promote innovation at all levels.
- Be an effective advocate for Head Start mission and values.

Supervision

- Hire, mentor, and supervise the Vice Presidents for Finance and Administration, VP for Early Learning Research and Training, VP Operations; Associate VP of Support Services, VP of Human Resources and an Administrative Specialist.
- Encourage and support professional development opportunities.
- Facilitate resolution of conflicts.
- Promote consistent exchange of information in all directions.
- Promote training that meets team and individual needs.

Communications

- Frequent telephone and in-person contact with Regional Executive Directors, LSF Administration, staff, parents, community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.
- Written correspondence, issue papers, memos and grant application materials to generate revenue, and disseminate general information and educational materials.
- Formal presentations to community groups, elected officials, funders, Policy Council and the LSF Board of Directors as needed.

Knowledge, Skills and Abilities

- Working knowledge of local community needs and resources.
- Working knowledge of Head Start performance standards.
- Excellent oral and written communication skills.
- Intermediate to advanced computer skills, internet and e-mail.
- Diplomacy and human relations skills required.
- Ability to define problems collect data, establish facts, and draw valid conclusions; make recommendations and develop implementation strategies.
- Ability to communicate effectively verbally and in writing.
- Ability to interpret agency, federal and state laws pertaining to the program.
- Ability to speak before groups of individuals and to lead employees and volunteers.
- Ability to plan and direct activities to write goals and objectives.
- Ability to direct the work of others.
- Exceptional organization skills and attention to detail are required and the candidate must be able to meet designated deadlines.

Other

- Must demonstrate sensitivity to LSF's service population's cultural and socioeconomic characteristics and needs.

Principal Accountabilities

- Team player with co-workers and central service office staff.
- Cost effective program operations.
- Adherence to agency policies and management practices.
- Effective staff management and leadership.

Minimum Qualifications

- Master's Degree in Public or Business Administration and seven to ten years professional experience leading a large nonprofit, Head Start Grantee or Government entity in the position of a Director or Executive Director.
- Strong leadership and management skills.
- Thorough knowledge of program, financial, and human resources management in non-profit or human services organizations.
- At least three to five years successful experience in successful grant development, implementation and management preferably in a nonprofit, Government agency or Head Start Grantee.

Also required:

- Successful completion of a Level II background screening, local criminal record check and drug screening prior to hiring.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



The City of Tampa is the largest city in Hillsborough County, is the county seat, and is the third most populous city in Florida. It is located on the west coast of Florida, approximately 200 miles northwest of Miami, 180 southwest of Jacksonville, and 20 miles northeast of St. Petersburg. The population of the city represents approximately one-third of the total population of Hillsborough County. Tampa's economy is founded on a diverse base that includes tourism, agriculture, construction, finance, health care, government, technology, and the port of Tampa.

Neighborhoods

The city is divided into many neighborhoods, many of which were towns and unincorporated communities annexed by the growing city. Generally, the city is divided into the following areas: Downtown Tampa, New Tampa, West Tampa, East Tampa, North Tampa, and South Tampa. Well-known neighborhoods include Ybor City, Forest Hills, Ballast Point, Sulphur Springs, Seminole Heights, Tampa Heights, Palma Ceia, Hyde Park, Davis Islands, Tampa Palms, College Hill, and non-residential areas of Gary and the Westshore Business District.

Climate

Tampa's climate displays characteristics of a tropical climate but is situated on the southern fringe of the humid subtropical climate zone. Tampa's climate generally features hot summer days with frequent thunderstorms in the summer (rain is less frequent in the fall and winter), and a threat of a light winter freeze from November 15 through March 5 caused by occasional cold fronts from the north.

Tropical systems

Though it is affected by tropical storms every few years and threatened by tropical systems almost annually, Tampa has not taken a direct hit from a hurricane since 1921. That seemed about to change in 2004, when Hurricane Charley was forecast to make landfall near downtown Tampa, with potentially devastating effects for the entire region. The danger prompted one of the largest evacuations in state history, but Charley never reached Tampa Bay. After paralleling Florida's southwest coastline, the storm swerved to the east and slammed into Punta Gorda instead.

Landmarks

The Sulphur Springs Water Tower, a landmark in the Sulphur Springs section of the city dates back to the late 1920s. This boom period for Florida also saw the construction of an ornate movie palace, the Tampa Theatre, a Mediterranean revival on Davis Islands, and Bayshore Boulevard, which borders Hillsborough Bay from downtown Tampa to areas in South Tampa. The road has a 6-mile continuous sidewalk on the eastern end, the longest in the world.

The Ybor City District is home to several buildings on the National Register of Historic Places and has been declared a National Historic Landmark. Notable structures include El Centro Español de Tampa, El Centro Asturiano and other social clubs built in the early 1900s.

Babe Zaharias Golf Course in the Forest Hills area of Tampa has been designated a Historical Landmark by the National Register of Historic Places. It was bought in 1949 by the famous 'Babe', who had a residence nearby, and closed upon her death. In 1974, the city of Tampa opened the golf course to the public. *The Story of Tampa*, a public painting by Lynn Ash, is a 4' x 8' oil on Masonite mural that weaves together many of the notable aspects of Tampa's unique character and identity. It was commissioned in 2003 by the city's Public Art Program and can be found in the lobby of the Tampa Municipal Office Building. Park Tower (originally the First Financial Bank of Florida) is the first substantial skyscraper in downtown Tampa. Completed in 1973, it was the tallest skyscraper in Tampa until the completion of One Tampa City Center in 1981. The Rivergate building, a cylindrical building known as the "Beer Can Building", was featured in the movie "The Punisher". Spanning the southern part of Tampa Bay, is the massive steel-span Sunshine Skyway Bridge.



Primary and secondary schools

Public primary and secondary education is operated by Hillsborough County Public Schools, officially known as the School District of Hillsborough County (SDHC). It is ranked the eighth largest school district in the United States.

Arts and Entertainment

Tampa is home to a variety of stage and performing arts venues and theaters, including The David A. Straz Jr. Center for the Performing Arts, Tampa Theatre, Gorilla Theatre, and the MidFlorida Credit Union Amphitheatre next to the Florida State Fairgrounds. Performing arts companies and organizations which call Tampa home include The Florida Orchestra, Opera Tampa, Jobsite Theater, The Master Chorale of Tampa Bay, Stageworks Theatre, Spanish Lyric Theater, and the Tampa Bay Symphony.

Current popular nightlife districts include Channelside, Ybor City, SoHo, International Plaza and Bay Street, and Seminole Hard Rock.



Museums

The Tampa area is home to a number of museums that cover a wide array of subjects and studies. These include the Museum of Science & Industry (MOSI), which has several floors of science-related exhibits, plus the only domed IMAX theater in Florida and a planetarium; the Tampa Museum of Art; the USF Contemporary Art Museum; the Tampa Bay History Center; the Tampa Firefighters Museum; the Henry B. Plant Museum; and Ybor City Museum State Park. Permanently docked in downtown's Channel District is the *SS American Victory*, a former World War II Victory Ship which is now used as a museum ship.

Cuisine

Tampa has a diverse culinary scene from small cafes and bakeries to bistros and farm-to-table restaurants. The food of Tampa has a history of Cuban, Spanish, Floribbean and Italian cuisines. There are also many Colombian cuisine, Puerto Rican cuisine, Vietnamese cuisine and Barbecue restaurants. Seafood is also very popular in Tampa, and Greek cuisine is prominent in the area, including around Tarpon Springs. Food trucks in Tampa, Florida are popular, and the area holds the record for the world's largest food truck rally. In addition to Ybor, the areas of Seminole Heights and South Tampa are known for their restaurants.

Tampa is most famous though for the Cuban sandwich and Deviled crab. Tampa is considered to be where the Cuban sandwich started, though it is disputed by Miami. Historian Andrew Huse states that "the old 'mixtos' coalesced into something more distinct – the Cuban sandwiches we know and love – an original Tampa creation." In April 2012, the "Historic Tampa Cuban Sandwich" was designated as the "signature sandwich of the city of Tampa" by Tampa's city council. Tampa's Cuban sandwiches are different from other regional versions because Genoa salami is usually added to Cubans in the Tampa area, which derived from Italian immigrants living next to Cubans and Spaniards in Ybor City.

Tampa is also where many restaurant chains have either started out or are headquartered, such as Outback Steakhouse, Melting Pot, Front Burner Brands, Carrabba's, Fleming's Prime Steakhouse & Wine Bar, Bonefish Grill, Columbia Restaurant, Checkers and Rally's, Taco Bus, and PDQ.

Tourism and Recreation

The city of Tampa operates over 165 parks and beaches covering 2,286 acres within city limits; 42 more in surrounding suburbs covering 70,000 acres, are maintained by Hillsborough County. These areas include the Hillsborough River State Park, just northeast of the city. Tampa is also home to many attractions and theme parks, including Busch Gardens Tampa Bay, Adventure Island, Lowry Park Zoo, and Florida Aquarium.

Tampa's Lowry Park Zoo features over 2,000 animals, interactive exhibits, rides, educational shows and more. The zoo serves as an economic, cultural, environmental and educational anchor in Tampa.

Busch Gardens Tampa Bay is a 335-acre Africa-themed park located near the University of South Florida. It features many thrilling roller coasters, for which it is known, including Sheikra, Montu, Gwazi and Kumba. Visitors can also view and interact with a number of African wildlife.



Adventure Island is a 30-acre water park adjacent to Busch Gardens. It features many water rides, dining, and other attractions typical to a water park.

The Florida Aquarium is a 250,000-sq. ft. aquarium located in the Channel District of Tampa. It hosts over 20,000 species of aquatic plants and animals. It is known for its unique glass architecture. Adjacent to the Aquarium is the *SS American Victory*, a World War II Victory ship preserved as a museum ship.

Well-known shopping areas include International Plaza and Bay Street, Westshore Plaza, SoHo district, and Hyde Park Village. Palma Ceia is also home to a shopping district, called Palma Ceia Design District.

Sports

The Tampa Bay Area is home to many sports teams and has a substantial history of sporting activity. Most of the region's professional sports franchises use the name "Tampa Bay", which is the name of a body of water, not of any city. This is to emphasize that they represent the wider metropolitan area and not a municipality.

Three teams compete at the major league level. The Tampa Bay Buccaneers play in the National Football League (NFL), Tampa Bay Lightning play in the National Hockey League (NHL), and the Tampa Bay Rays play in Major League Baseball (MLB). Additionally, six MLB teams hold their spring training camps in the area.

A number of minor league franchises play in the region as well, including the Tampa Bay Storm of the Arena Football League, the Tampa Bay Rowdies of the new North American Soccer League, and four minor league baseball teams competing in the Class-A Florida State League.