



Serving the Florida  
College System since 1949

**TITLE:** Chief Executive Officer  
**HIRING SALARY:** Commensurate with Experience  
**LOCATION:** Tallahassee, FL  
**CONTACT:** Dr. Larry W. Tyree, LTyree@myafchome.org

**PURPOSE:**

To lead the Association of Florida Colleges (AFC) in supporting the Florida College System Council of Presidents (COP) and membership of the Association.

Provide oversight of all operational, financial, and relationship-management responsibilities with the goals of helping the Association achieve its mission, developing a strong and cohesive state-wide organization, lobbying public policy, and advocating for increased funding and greater awareness of issues impacting the Florida College System.

**RESPONSIBILITIES:**

- Oversee the work of AFC programs and membership, COP councils and subcommittees, focused on issue analysis, data evaluation, research and communications;
- Advocate for issues that support the Association's mission, the Florida College System including budgets, policy, financial aid, Florida Retirement System, PECO, workforce programs, tuition and fees, and waivers;
- Ensure effective internal and external communications;
- Engage and cultivate effective working relationships with a diverse set of key stakeholders representing various sectors (e.g., the Florida Legislature and its staff, relevant policy and appropriations committees and subcommittees staff, the Governor's Office, the State Board of Education, the Commissioner of Education, the Board of Governors, Independent Colleges and Universities, and the chancellors of the Florida College System, the State University System, K-12, and Workforce; as well as external groups such as the Council of 100, the Florida Chamber of Commerce, and others);
- Develop the annual budget, ensuring optimal resource utilization and sound financial stewardship of AFC, and provide regular reports to the COP;
- Facilitate and ensure an effective AFC Foundation agenda;
- Ensure appropriate representation on search and hiring committees;
- Testify as needed before public and private entities on behalf of the COP and AFC;
- Manage the AFC staff; and
- Oversee the facilitation of developing and providing education programs to advance the professional skills of the AFC membership.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate strategic thinking, awareness, and ability to perform effectively given internal and external influences;
- Demonstrate effective interpersonal, meeting facilitation, planning, and organizational skills;

- Build consensus, facilitate collaboration, and sustain productive relationships with a variety of individuals, groups, organizations, and communities;
- Build and maintain strategic partnerships;
- Grow organizational resources, membership, reputation, and brand;
- Maintain governance, financial and other documents for AFC and COP;
- Demonstrate excellent written and oral communication skills, strong presentation and interpersonal skills;
- Demonstrate the ability to influence key stakeholders, and problem-solve as conflicts arise;
- Demonstrate an understanding of and/or experience in the Florida College System;
- Demonstrate an understanding of the legislative process in the State of Florida; and
- Demonstrate an understanding of the management of associations.

#### **CORE COMPETENCIES:**

- Creativity and Innovation
- Organizational and Political Literacy
- Impact and Influence
- Adaptability and Resilience
- Leading and Managing Change
- Problem Solving
- Public Speaking
- Relationship and Collaboration Building
- Strategic Thinking
- Systems and Administration
- Visioning and Alignment

#### **MINIMUM TRAINING/EXPERIENCE:**

- Bachelor's degree required, Master's degree preferred, and a minimum of five years of executive level management experience, or a combination of related education and work experience;
- Proven success with legislative processes; and
- Experience in the field of education, supervision, advocacy, lobbying, grant writing, development/fundraising, and/or association management.

*Preference will also be given to veterans and spouses who are eligible under the Veterans' Preference Law. At time of application, submittal of Form DD214 is the minimum requirement for veterans' preference claim. Note: Please upload your DD214 as an attachment as part of your application at the time of submission.*

#### ***How to Apply***

*Please submit a cover letter addressing the elements of the position not to exceed three double-spaced pages (minimum of 12-point font), a current resume, and contact information for three references to Eileen Johnson at [ejohnson@myafchome.org](mailto:ejohnson@myafchome.org).*