DIRECTOR OF EXECUTIVE AFFAIRS
JOB DESCRIPTION

Position Title: Director of Executive Affairs
Department: Operations
Hiring Range: $82,559.38 - $112,835.13
Position Type: Full-Time
FLSA Status: Exempt
Reports To: Chief Executive Officer
Revised on: 10/28/2026
Approved by: Amanda Kelkenberg
Approved on: 10/30/2026

GENERAL DESCRIPTION

The Director of Executive Affairs supports the effectiveness of the Executive Office by coordinating and managing key functions that advance organizational priorities and operations. Working in partnership with the Chief Executive Officer, this position is responsible for Board governance administration, grants and sponsorship activities, public relations coordination, executive support, and the management of assigned projects and initiatives.

The position serves as a central point of coordination across internal and external stakeholders, ensuring that Executive Office priorities are organized, communicated, and implemented effectively. This role exercises independent judgment in managing assigned responsibilities, maintaining critical relationships, and supporting the successful execution of organizational goals while providing administrative and project support to the Chief Executive Officer.

ESSENTIAL POSITION DUTIES

1. Provide leadership and oversight for Executive Office functions, ensuring the effective execution of organizational priorities and assigned initiatives.
2. Direct Board governance activities, including administration, compliance, documentation, and support of Board and committee operations.
3. Lead organizational resource development efforts, including grants, sponsorships, and related partnership initiatives.
4. Coordinate public relations and external communications activities in collaboration with internal and external stakeholders.
5. Manage executive and cross-functional projects that support agency goals and operational effectiveness.
6. Provide administrative and project support to the Chief Executive Officer, including coordination of priorities, initiatives, and Executive Office operations.
7. Establish and maintain systems, processes, and reporting mechanisms to support accountability and informed decision-making.
8. Coordinate the work of consultants, contractors, vendors, and project teams supporting assigned areas of responsibility.
9. Foster collaboration across departments to support organizational goals, policies, and key initiatives.
10. Perform other related duties and special projects as assigned.

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GENERAL AGENCY DUTIES

1. As a member of the Coalition team, act in accordance with the agency's vision, mission, and core values
2. Demonstrate strong ethics and comply with agency policies and procedures
3. Develop respectful and collaborative relationships with clients and colleagues, inside and outside the organization
4. Participate in a minimum of two (2) agency outreach events annually
5. Attend and participate in meetings and professional development, as identified
6. Assist with special projects and other duties, as identified

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

1. Bachelor's degree and/or 7+ years of relevant work experience
2. A minimum of five (5+) years of executive support experience, including executive office administration, progressive leadership, Board and committee governance support, and cross-functional project coordination. Grant writing and development experience preferred.

MINIMUM WORK REQUIREMENTS

1. Proficient in Microsoft Office Suite
2. Effective communication, both verbally and in writing, within a diverse, multi-lingual environment
3. Work with autonomy and create solutions for clients and colleagues with little direct supervision
4. Thrive in a fast –paced work environment with a readiness to respond to changing community need
5. Ability to manage multiple priorities and meet time-sensitive deadlines
6. Commitment to respect privacy and maintain confidentiality with clients and staff
7. Demonstrate a professional attitude and appearance
8. Access to reliable transportation to/from work office
9. Fluency in multiple languages encouraged

SUPERVISORY REQUIREMENTS

None

PHYSICAL JOB REQUIREMENTS

1. Ability to use a computer, keyboard, and mouse for prolonged periods of time
2. Ability to sit for prolonged periods of time
3. Ability to stand for prolonged periods of time
4. Ability to lift, carry, and move items up to 40 pounds

ENVIRONMENTAL CONDITIONS

Hybrid 50% office and 50% home office environment (in-home office environment)

ACKNOWLEDGEMENT

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and

responsibilities assigned to the job. The employee may be required to perform other duties as requested. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. All requirements are subject to change over time.

Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____