



December Special Board Meeting
December 10, 2025, 10:00 am – 11:00 am

1. Introductions

Marsha Oliver, Board Chair

2. Public Comments

Public comments will be taken now for items which will be voted on at this meeting. These comments should only be in reference to this action item. A separate public comment time will be open at the end of the meeting for any general comments to be made by the public.

3. Meeting Purpose

Marsha Oliver, Board Chair

4. Presentation: Summary & Synopsis

Leah Hayes, Employee Services

Reese Wilson, OGC

5. CEO Search Recommendations

Meredith Chartrand, Committee Co-Chair

Lawrence Dennis, Committee Co-Chair

6. General Public Comments

7. Adjourn

The Kids Hope Alliance Board is seeking an enthusiastic, visionary, community-minded leader as its next Chief Executive Officer. The ideal candidate will have demonstrated experience serving as a leader in professional associations, along with experience in strategic thinking/planning and management of strategic initiatives and programs. The candidate will demonstrate strong leadership and advocacy skills, exhibit a clear vision and commitment to community engagement, interact with elected and appointed officials, while articulating and advocating for Kids Hope Alliance's programs and strategic direction. The candidate will provide sound fiscal management, managing/coaching staff for excellent service delivery and foster collaborative relationships within the Kids Hope Alliance, throughout the community, and among all constituents.

This position reports to the Board of Directors for the Kids Hope Alliance (KHA) and is responsible for comprehensively developing, overseeing, managing, and implementing the Essential Services Plan for Kids as well as overseeing the implementation and management of children and youth programs, services and activities permitted under the Plan through third-party service providers and other City agencies.

Examples of Work:

Leadership

1. Provides leadership and direction to ensure the effective operation and delivery of programs within the community:
 - Ensures that programs, services, and activities support youth development outcomes
 - Ensures establishment of and adherence to policies and procedures
 - Determines effective program design with the approval of the board
2. Provides direction and support to directors in charge of managing units with the department to ensure positive outcomes and goal attainment that are responsive to customer needs.

Strategic Planning

1. Oversees the development of KHA's long term goals and objectives regarding the services to be provided to children and youth and the impact of the services on those served.

Board Development

1. Ensures active participation by board members and supports effective board roles and responsibilities.
2. Educates the board about youth and children's issues.

Resource Management

1. Works with the board to present a budget that is presented to the Mayor's office with funding in the five essential service categories.
2. Ensures the implementation and monitoring of funded programs/services in collaboration with the financial management/operations staff.
3. Executes contracts and other documents on behalf of the board.

4. Implements procedures to ensure the department complies with all policies governing program and service delivery.
5. Oversees the Kids Hope Alliance Trust Fund.

Partnership Development

1. Represents the City of Jacksonville on local and state levels through participation on boards, committees and various professional organization and groups that work toward children and youth welfare, early learning, family support and other family strengthening efforts such as the Early Learning Coalition of Duval, Community Foundation of Jacksonville and the Duval County Public Schools.
2. Develops strategic alliances with community leaders and local officials.
3. Develops collaborative partnerships with providers, parents, families' funders and community organizations.
4. Advocates for children in terms of funding priorities, public policies and child rights.

Marketing and Public Relations

1. Develop the annual report that is provided to the Mayor and City Council.

Essential Service Plan/Program Development

1. Identifies the essential types of programs, services and activities to be included in the Essential Services Plan for Kids under the following categories: Early Learning, Literacy and School readiness; Juvenile Justice Prevention and Intervention; Out of School Programming; Pre-teen and Teen Programming; and Special Needs.
2. Conducts ongoing research and analysis on best practices and models used nationally and within the state regarding programs, services and activities for children and youth.
3. Works with the Board of Directors of the Kids Hope Alliance, other funders and service providers, researchers and subject matter experts to assess gaps in services and to project community needs for children and youth.

Open Requirements/Supplemental Information:

- Bachelor's degree or higher from an accredited college or university
- A minimum of five to seven years of experience in managing programs or operations with at least three years in a leadership capacity in a business, agency or non-profit organization, preferably working with children
- Demonstrated ability to organize, direct, plan and coordinate operations
- Leadership skills, including negotiation, problem solving, decision making, and delegation
- Strong communication skills, both oral and written
- Ability to establish and maintain effective working relationships with the board of directors, staff, community groups and other related parties

QUESTION 1

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Copying and pasting your resume or stating "see resume" does NOT fulfill the requirements of the question. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process.

Do you agree to answer each supplemental question truthfully and certify that your responses can be verified from information included within the application?

Yes

No

QUESTION 2

Please confirm your EMAIL address by re-entering it here.

QUESTION 3

Do you have a bachelor's degree or higher from an accredited college or university?

Yes

No

QUESTION 4

If you have a degree, indicate which degree you have and include any major/minor.

QUESTION 5

Do you possess a minimum of five to seven (5-7) years of experience in managing programs or operations with at least three (3) years in a leadership capacity in a business, agency or non-profit organization, preferably working with children?

Yes

No

QUESTION 6

Indicate the organization(s) you worked for where you gained this experience.

QUESTION 7

Provide a detailed description (at least 3-4 complete sentences) of your experience in managing programs or operations.

QUESTION 8

Provide a detailed description (at least 3-4 complete sentences) of your experience in a leadership capacity in a business, agency or non-profit organization.

QUESTION 9

Do you have experience in providing programs, services or activities in early learning, literacy or school readiness; juvenile justice prevention and intervention; out of school programming; pre-teen and teen programming; or working with special needs children or youth?

Yes

No

QUESTION 10

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 11

Do you have experience speaking to boards, commissions, council members or elected officials?

Yes

No

QUESTION 12

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 13

Do you have experience as a CEO or board member of a non-profit agency?

Yes

No

QUESTION 14

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 15

Describe your financial management experience.

QUESTION 16

Do you have experience executing and working with contracts?

Yes

No

QUESTION 17

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 18

Do you have experience in developing policies and implementing procedures?

Yes

No

QUESTION 19

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 20

Have you managed a team of employees at the professional level?

Yes

No

QUESTION 21

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 22

Do you have experience conducting research on best practices regarding programs, services or activities for children and youth?

Yes

No

QUESTION 23

Provide a detailed description (at least 3-4 complete sentences) of your experience.

QUESTION 24

Do you have experience developing partnerships with other agencies on behalf of children or youth?

Yes

No

QUESTION 25

Provide a detailed description (at least 3-4 complete sentences) of your experience.