



Position Profile

Executive Director
Florida Policy Institute
Orlando Area

Florida Policy Institute (FPI) seeks an entrepreneurial and dedicated Executive Director to advance the policy and advocacy work of the Florida member of the Center on Budget and Policy Priorities' State Priorities Partnership. Founded in 2014, FPI has a reputation for credible analysis on important state issues such as criminal justice reform, education, affordable housing, health care, and tax policy. Candidates should have a strong understanding of public policy and strong nonprofit leadership skills to continue FPI's growth and development. Joe Pennisi, the founding executive director, is retiring this fall.

The Organization

FPI is a four-year-old 501(c)(3) organization with a mission to advance state policies and budgets that improve the economic mobility and quality of life for all Floridians.

FPI:

- Uses policy analysis, communications, and strategic partnerships to build support for state policies to help improve Floridian's lives, particularly the needs of Floridians struggling to make ends meet.
- Has subject matter expertise in health care, state tax and budget issues, criminal justice reform, education, and affordable housing.
- Provides fact-based, nonpartisan analysis of fiscal and economic policies and their implications for all Floridians.
- Values inclusion and diversity on our staff and board and in the work we do to bring about a just and equitable society.
- Believes that, "We are better together," and collaborates with a range of allied organizations and communities across Florida to bring about lasting solutions to the fiscal and economic issues facing the state.

FPI is one of the newest organizational members of the [State Priorities Partnership](#), a national network that provides financial, policy and technical support, coordinated by the [Center on Budget and Policy Priorities](#). For more information on FPI, [visit our website](#).

Organizational Structure and Budget

FPI has a budget of approximately \$600,000. The current funding sources include both Florida-based funders and national foundations with an interest in public policy in Florida. The organization does not presently receive any government grants.



The FPI team consists of 6 staffers: an executive director, two deputy directors, two policy analysts and a communications specialist. One staff member works out of her home office in Tallahassee. Since FPI is only 4 years old, and only hired its first staffer 3 years ago, all of the team is relatively new to the organization.

FPI is currently housed in shared work space with a month to month lease. The organization uses QuickBooks to manage its finances and contracts with a bookkeeper. Communications support is provided by a communications consultant.

The Executive Director reports to a 4-person board. The next leader will work with the current board to identify additional board members and build a cohesive board that can support the organization as its work evolves.

The Position

The Executive Director will build on FPI's initial track record to raise the organization's profile, deepen its impact on policy, build additional and deepen existing partnerships, strengthen the participation in the SPP network, and diversify and expand revenue sources. The Executive Director will also:

- Maintain and build strong external relationships and partnerships, communication strategies and alliances.
- Continue to enhance and build the capacity of the board and work with the board to identify additional members.
- Provide support, leadership and direction to a small and talented staff.
- Develop a fundraising plan that maintains relationships with existing funders and attracts funding from new sources.
- Support the development of additional internal operational infrastructure that will support the organization's evolution and allow staff to operate efficiently.
- Develop strategic priorities that maximize the impact of FPI's small staff on state issues.
- Raise the visibility of the organization and build out FPI's brand to attract additional funding and increase awareness of FPI's research and analysis.
- Provide strategic analysis to determine the best way that FPI can work across a diverse state and enhance FPI's presence in Tallahassee during the legislative session.

Experience and Attributes

The ideal candidate for this position will be a strong manager and leader with a commitment to policy work and a track record of raising money from private foundations. Candidate skills and subject matter knowledge should include:

- Demonstrated senior leadership experience in a mission-oriented organization, such as a nonprofit, government or mission-oriented for-profit.
- Experience with, or an understanding of, the components of fundraising, and the skill set necessary to attract resources to FPI. Familiarity with grant writing and foundations who fund policy advocacy, research, and social justice work preferred.
- A strategic understanding of public policy and the legislative process.
- Excellent written and oral communications skills.
- A strong and accessible staff management style that is conducive to helping the small and talented FPI team grow and thrive.

- An appreciation for and an understanding of diversity and inclusion.
- Ability to listen and to forge partnerships and lead diverse efforts across race, class, sector, and political affiliation.
- Existing relationships with key partner organizations and stakeholders in Florida and nationally preferred.
- Ability to work on a bi-partisan basis.
- College degree required.

Application Process

Florida Policy Institute is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law. Minorities and persons with disabilities are encouraged to apply. Email applications are required and should be submitted to: FPI@raffa.com. For other inquiries, contact Ginna Goodenow at ggoodenow@raffa.com. Resume reviews begin immediately.



About Raffa

Founded in 1984, Raffa is a woman-owned consulting and professional services firm whose mission is to be a catalyst for positive, systemic change. Dedicated to strengthening and supporting the nonprofit sector, Raffa and its affiliates employ nearly 300 full-time employees who deliver an array of business consulting, search, and managed infrastructure services to clients. Raffa's client centric approach helps each client meet its potential and ensures each client's success is sustained and maintained. Learn more about Raffa at www.raffa.com.

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