



**Job Title: Executive Director – Escambia County
Public Schools Foundation**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor and Foundation Board
Supervises: Appropriate Staff as required
Pay Grade: Professional – 8

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
MAY 21 2019
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to lead a dynamic and prominent not-for-profit organization in Northwest Florida and be responsible for comprehensive fundraising, major gifts, direct mail, annual giving, planned giving, and capital campaigns, as well as mobilizing community resources to ensure a quality public education and academic advancement for every student.

ESSENTIAL JOB FUNCTIONS

- Manages resources for the Foundation, including fiscal affairs, materials, personnel, technology, and equipment, as well as support services, while enhancing the Foundation’s image within the school system and community.
- Researches related methods and interprets the appropriate application of fundraising policies and procedures in making recommendations for specific procedures to be implemented and used in fundraising activities for the Foundation.
- Develops and manages individual donor programs for annual support while building relationships with local school and District administrators, business and corporate leaders, foundations, national funders, and individual donors.
- Develops and manages comprehensive fundraising strategies including major gifts, direct mail, annual giving, planned giving, and capital campaigns.
- Prepares written and oral reports on the status of all donations received by the Foundation and reports regularly to the Superintendent, School Board, and Foundation Board.
- Prepares written and oral Executive Director’s Report detailing any relevant administrative, fund development, or program information to the Board of Directors.
- Maintains a formal data collection and pledge management system needed for program planning, evaluation, and allocation of resources acquired by the Foundation, while maintaining strict confidentiality of all donor records.
- Recommends, requisitions, maintains, and oversees the use of materials and equipment necessary for the efficient operation of the Foundation.

- Prior to each board meeting, prepares weekly email updates to Board of Directors to include Financials (Profit and Loss, Profit and Loss Year-To-Date, Balance Sheet), Executive Committee Meeting Minutes, Board Meeting Agenda, and previous month's Board Meeting Minutes.
- Researches and supervises the writing of grants to foundations and corporations.
- Works to ensure monthly financials are completed, at the latest, by the Friday before each Executive Committee Meeting.
- Emails the Executive Committee materials, at the latest, by the Friday prior to each Executive Committee Meeting to include Financials (Profit and Loss, Profit and Loss Year-To-Date, Balance Sheet), Executive Committee Meeting Agenda, and the following week's Board Meeting Agenda.
- Ensures Executive Committee and Board Members are provided Board Meeting Minutes in a timely manner.
- As needed, provides Committee Chairs with requested materials for committee meetings to include agenda, minutes from previous committee meetings, and any additional relevant materials.
- Following each Committee Meeting, reviews Committee Meeting Minutes compiled by Administrative Aide and emails same to all Committee Members within three (3) business days.
- As needed, coordinates standing monthly meeting dates for committees.
- Assists in developing and implementing a strategic plan that includes strong fundraising initiatives.
- Actively engages and energizes Foundation volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Works with Board, staff, and key community partners to facilitate overall development and fundraising projects, with Board and staff support, to increase major gift cultivation to financially strengthen Foundation programs and operations.
- Works with Board to identify, educate, cultivate, build relationships, and solicit annual and major gift donations from individuals, corporations, and businesses.
- Incorporates stewardship and relationship building of current donors as an ongoing activity.
- Works with Board and staff to plan, implement, and evaluate event fundraising activities.
- Meets regularly with Administrative Aide and Take Stock in Children staff to encourage communication and planning.
- Assists the Finance Committee in the development and maintenance of sound financial practices and policies, including the Credit Card Usage Policy and Administrative Fee Policy.
- Works with staff, Finance Committee, and the Board of Directors in preparing a budget by June 30th, each year; makes certain the Foundation operates within the budget guidelines.
- Ensures that adequate funds are available to permit the organization to carry out its work.
- Coordinates with Committee Chairs for the development of their individual budgets.
- Assists in the development and implementation of special event budgets, timelines, and committee meeting scheduling.
- Seeks out sponsorships and other in-kind services and resources.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill program goals and objectives.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Serves as ex-officio of each committee.
- Maintains official records and documents, and ensures compliance with Federal, state, and local regulations.
- Maintains a working knowledge of significant developments and trends in the field of fundraising and best practices with willingness to continue education in this field.
- Maintains a working knowledge of relevant legislation and policy affecting public education throughout the state and in Escambia County.
- Collaborates with the Consortium of Florida Education Foundations to stay informed of current legislative efforts regarding K-12 public education.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Advises staff of appropriate Executive Committee packet materials.
- Prepares or oversees the preparation of all required reports, maintains appropriate records, and maintains a donor file database.
- Facilitates and coordinates meetings with the Board of Directors for the Foundation.
- Represents the District in a positive and professional manner.
- Ensures that the organization has the appropriate systems, physical space, and technology to operate efficiently and effectively.
- Oversees the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensures that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Coordinates and oversees all special events, including Golden Apple Awards, Mira Awards, Academic Awards, Grants Reception, Annual Meeting, and Benefactors Luncheon.
- Provides strategic leadership and direction for assigned areas of responsibility.
- Set high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Develops, maintains, and supports a strong Board of Directors; seeks and builds Board involvement with strategic director for organization(s).
- Leads, coaches, develops, and retains Foundation's executive leadership team. Regularly evaluates program components, so as to measure the success that can be effectively communicated to the Board, funders, and other constituents.
- Assures that the organization has a long-range strategy which achieves its mission, and that makes consistent and timely progress toward same.
- Provides leadership in developing program, organizational, and financial plans with the Board of Directors and staff, and carries out plans and policies authorized by the Board.
- Promotes active and broad participation by volunteers in all areas of the organizations' work.
- Ensures that an effective management team, with appropriate provision for success, is in place.

- Encourages staff and volunteer development and education, while assisting staff in relating their specialized work to the program of the organization.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s Degree from an accredited educational institution.
- Minimum of five (5) years successful managerial experience.
- Minimum of five (5) years successful experience in a not-for-profit organization.
- Minimum of four (4) years successful experience in charitable fund development managing comprehensive fundraising, major gifts, direct mail, annual giving, planned giving and capital campaigns.
- Minimum of four (4) years successful experience in managing budgets.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and School Board and Foundation Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of current federal, state, and local laws, statutes, and procedures, with emphasis on fundraising.
- Requires the ability to display knowledge of school finance, IRS rules, and budgeting, to include specific rules for federal/state funding and fundraising.
- Requires the ability to display knowledge of evaluation systems techniques and instruments, their purpose, appropriate application, and interpretation of results.
- Requires the ability to display knowledge of fundraising, event management, giving programs, marketing, volunteer leadership, community partnerships, and public relations.
- Requires the ability to display effective oral and written communication skills, including working with a variety of stakeholders.
- Requires the ability to collect, analyze, and interpret data.
- Requires the ability to display technology skills appropriate for modern office operation, to include word processing, spreadsheet data collection, telecommunications use, and information management.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs. Position will be co-evaluated by District and Foundation Board.

Date of Board Approval: May 21, 2019

Date of Revision:

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