

EFFECTIVE DATE: JULY 1, 2011

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ESCAMBIA COUNTY PUBLIC SCHOOLS FOUNDATION – EXECUTIVE DIRECTOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of five (5) years successful managerial experience.
- (3) Minimum of five (5) years successful experience in a not-for-profit organization.
- (4) 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.
- (5) Minimum of four (4) years successful experience in managing budgets.
- (6) 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:

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

REPORTS TO:

Deputy Superintendent

JOB GOAL

The executive director of the Foundation leads a dynamic and prominent not-for-profit organization in Northwest Florida and is 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. A board of directors who are business, education and civic leaders, guide the Foundation. The executive director plays a significant role in advancing a vision of quality public education, forging an understanding that it is everyone's responsibility to help our students succeed and build community support for every child from kindergarten through 12th grade. The executive director works with leaders within the district (School Board, Superintendent, senior staff, Foundation staff), as well as with business leaders, elected officials and citizens, to provide resources to the Foundation.

Escambia County Public Schools Foundation – Executive Director (Continued)

SUPERVISES:

Personnel as assigned.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Manage 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.
- * (2) Research related methods and interpret 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.
- * (3) Develop and manage 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.
- * (4) Develop and manage comprehensive fundraising strategies including major gifts, direct mail, annual giving, planned giving and capital campaigns.
- * (5) Prepare written and oral reports on the status of all donations received by the Foundation, to reported regularly to the Superintendent, School Board and Foundation Board.
- * (6) Maintain 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.
- * (7) Recommend, requisition, maintain and oversee the use of materials and equipment necessary for the efficient operation of the Foundation.

Professional Growth and Improvement

- * (8) Keep well informed about current trends and best practices in areas of responsibility.
- * (9) Maintain expertise in assigned areas to fulfill program goals and objectives.
- * (10) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (12) Prepare or oversee the preparation of all required reports, maintain appropriate records and maintain a donor file database.
- * (13) Facilitate and coordinate meetings with the board of directors for the Foundation.
- * (14) Represent the District in a positive and professional manner.
- * (15) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (16) Provide leadership and direction for assigned areas of responsibility.
- * (17) Set high standards and expectations for self and others.
- * (18) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (19) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (20) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

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.

Escambia County Public Schools Foundation – Executive Director (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District. Evening and weekend work may be required.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel, and will include input from the Chairman of the Foundation Board.

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 7 (12 months)

Date of Board Approval: