

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### EXECUTIVE DIRECTOR, The Foundation for Seminole County Public Schools

#### QUALIFICATIONS

- Bachelor's Degree required. Master's Degree with specialization in Business Administration, School Administration, Marketing, or a business related field preferred.
- Minimum of five (5) years' work experience within the non-profit sector in a fundraising capacity preferred.
- Experience in a senior leadership capacity within a public school system or university environment preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Proven and demonstrable skills in fundraising as it relates to current and prospective donor research.
- Knowledge of sound fiscal management practices, as related to the performance responsibilities of the position.
- Outstanding interpersonal and communication skills.
- The ability to inspire, represent and connect with citizens and community stakeholders.
- Effective leadership, management and planning skills.
- Excellent presentation skills.
- Knowledge of current computing technologies and management practices appropriate to the position's job requirements.

#### SUPERVISION

<b>REPORTS TO</b>	Superintendent / The Foundation Board
<b>EVALUATED BY</b>	Superintendent / Chairman of The Foundation Board
<b>SUPERVISES</b>	Assigned Personnel

#### POSITION GOAL

***To provide leadership and direction for all activities of The Foundation for Seminole County Public Schools as it relates to fundraising, strategy, and management of the organizational needs.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Establish and maintain cooperative relationships with representatives of the corporate community, public interest groups, and individuals with the goal of expanding the agency's reach and influence.
2. \*Serve as the Chief Development Officer for all Foundation fundraising initiatives.
3. \*Promote the Foundation's mission at all functions, events, and public appearances.
4. \*Manage and lead current and new fundraising activities that result in the identification, cultivation, solicitation, and stewardship of existing and new donors.
5. \*Develop and implement fiscally sound strategies to ensure the agency meets its annual fundraising goals.
6. \*In conjunction with the Board of Directors and SCPS District leadership, develop and execute a strategic plan designed to meet the annual and long term objectives of the Foundation.
7. \*Oversee the organization's day to day activities, operations, programs, and committees.
8. \*Manage Foundation staff including participating in hiring and performance evaluation.
9. \*Ensure on-going communication with the Foundation Board, staff and key stakeholders including required reporting of specific fundraising and tallies.
10. \*Be responsible for the recruiting and screening of Foundation Board members, as needed.
11. \*Ensure all Foundation activities comply with the law, School Board policy, Foundation bi-laws, and generally accepted financial and management standards.
12. Perform other duties/tasks consistent with the goals/objectives of this position, as assigned.

*\*Denotes essential job function/ADA*

**EQUIPMENT / MATERIALS**

Standard Office Equipment

**PHYSICAL REQUIREMENTS**

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITIES**

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Outdoors** The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.  
**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**AO-04-D \$76,238 - \$116,945**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935.0

**POSITION CODES**

PeopleSoft Position TBA  
Personnel Category 2  
EEO-5 Line 6  
Function 9100  
Job Code 1329  
Survey Code 91005

**FLSA**

Applicable  
 Not applicable Previous Approval Date

ADA Information Provided by Boyd Karns  
Position Description Prepared by Boyd Karns

**BOARD APPROVED**

**December 19, 2017**  
**August 23, 2011**  
**December 14, 2004**  
**August 13, 2002**