



**Mission:** The Education Foundation works with educators and the community connecting resources to ensure all students are motivated and engaged every day.

**Vision:** Every student in Indian River County will graduate prepared for college or career.

## JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

### POSITION SUMMARY

The Executive Director is responsible for providing support and leadership for the Foundation to achieve its mission and goals. Primary responsibilities include fundraising, program development and administration, operations, and community relations.

### TERMS OF EMPLOYMENT

- Compensation will be paid bi-monthly.
- Salary in the range of \$70,000 annually, commensurate with experience.
- Opportunity for performance bonus.
- This is a full-time, salaried position. As a salaried executive, it is expected that working hours may vary. The Executive Director should be available outside normal business hours for events when required.
- Supervision will be provided by the Education Foundation Board of Directors.
- Staff consists of Events Coordinator (independent contractor) and Administrative Assistant (part-time, hourly employee).

### MAJOR RESPONSIBILITIES

#### ***Resource Management:***

- Foster and maintain relationships with current donors and stakeholders.
- Grow the donor base by increasing donations and sponsorships.
- Apply for grants that have been historically awarded to the Foundation and proactively seek new grant opportunities.
- Support and work with the Events Coordinator to plan and execute the Season of Events Fundraisers.

### ***Operations:***

- Support and direct staff in their duties while providing leadership and development.
- Oversee financial management including restricted funds, general operating accounts endowed funds and fundraising activities.
- Oversee annual budget process.
- Communicate regularly with board of directors.
- Understand the budget and use of QuickBooks.
- Ensure that financial obligations are met appropriately.

### ***Programs:***

- Meet annually with the SDIRC Superintendent to develop a memorandum of understanding concerning ongoing partnerships. Seek new program opportunities that align with the Foundation's mission and goals.
- Communicate new program ideas and collaborations with the board of directors who will consider the idea and how it applies to the mission of the organization.
- Build collaborations, partnerships and relationships with the schools and the community to further the Foundation's mission.
- Maintain ongoing evaluation processes that ensure integrity and accountability of programs provided.

### ***Community:***

- Represent the organization in the community and serve as spokesperson.
- Coordinate and oversee all public relations, marketing and media activities.
- Create public awareness of the Foundation's mission.
- Participate as a member of the Consortium of Florida Education Foundations.

### ***Personal Characteristics:***

- Integrity is present in actions and interactions
- Commitment to the mission of the organization
- Advocate for public education
- Excellent communicator who can be inspirational and motivational
- Leader through personal influence and example