



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Executive Director, Poudre School District Foundation** FLSA Status: **Exempt**  
Job Family: **Professional** Pay Range: **N**  
Prepared/Revised Date: **December 16, 2021** Job Code: **35154**  
Days: **260**

**SUMMARY:** The Poudre School District Foundation (PSDF) ignites opportunities for PSD students by mobilizing community resources to provide educational grants and recognition for exceptional teachers and staff. Evolve the PSDF to its next level of impact by collaborating with the PSDF Board, leveraging the existing strengths and assets of the organization, and creating strategic linkages and partnerships. The Executive Director will lead fundraising, community relations/advocacy, operational, and financial planning, and management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
<p><b>1. Leadership:</b></p> <ul style="list-style-type: none"><li>• Participate with the PSDF Board in developing a vision and strategic plan to guide the organization.</li><li>• Pursue and cultivate relationships with key business and community members.</li><li>• Lead and facilitate quarterly meetings with PSD leadership.</li><li>• Serve as a professional advisor to the PSDF Board on all aspects of the PSDF.</li><li>• Develop relationships and foster effective teamwork with all levels of PSD staff, including executives, program owners, and school teams.</li><li>• Represent the PSDF at community activities to enhance the organization's community profile.</li></ul>
<p><b>2. Fundraising:</b></p> <ul style="list-style-type: none"><li>• Plan and carry out strategies to renew and increase gifts from current donors and attract new donors.</li><li>• Plan, develop and implement strategies to cultivate and manage relationships with large foundations and corporate partners/sponsors.</li><li>• Develop and implement fundraising strategies in collaboration with PSDF's Board.</li><li>• Set annual goals, with PSDF Board approval, based on determined fundraising strategies including donor's visits, solicitations, and grant proposals.</li><li>• Collaborate with Chief of Staff on funding priorities based on program needs.</li><li>• Coordinate and oversee events hosted by the PSDF. This may include fundraising and donor cultivation events.</li></ul>



Description of Job Tasks
<p><b>3. Community relations/advocacy:</b></p> <ul style="list-style-type: none"><li>• Communicate with stakeholders to keep them informed of the work of the PSDF and to identify changes in the community served by the organization.</li><li>• Compile and disseminate regular, ongoing communications and/or presentations for the PSDF Board, PSD Board of Education, and PSD executive staff.</li><li>• Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.</li><li>• Develop and produce communications (brochures, marketing materials, press releases, website, social media, etc.) to educate the community about the mission of the PSDF as well as particular special events and services.</li><li>• Collaborate with the PSD Community and Business Development Coordinator and PSD Partnership and Grants Manager for efficient engagement of the business community and internal resources.</li></ul>
<p><b>4. Operational planning and management:</b></p> <ul style="list-style-type: none"><li>• Oversee the efficient and effective day-to-day operations of the PSDF, including management, training, and review of any staff.</li><li>• Ensure that personnel, client, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.</li><li>• Provide support to the PSDF Board by preparing meeting agendas and supporting materials.</li><li>• Maintain office and software systems to support all development projects and program operations.</li><li>• Prepare quality financial documents to include fundraising summaries, budgets, individual committee, and special event activities.</li><li>• Work with the District and PSDF committees in managing all programs and services of the PSDF.</li><li>• Attend all PSDF board meetings and select committee meetings.</li></ul>
<p><b>5. Financial planning and management:</b></p> <ul style="list-style-type: none"><li>• Work with the PSDF finance committee to prepare annual budgets.</li><li>• Understand financial statements and position of the PSDF to support sound spending and strategic proposals for the organization.</li><li>• Approve expenditures within the authority delegated by the PSDF Board.</li><li>• Ensure that sound bookkeeping and accounting procedures are followed by monitoring activities of the third-party bookkeeper.</li><li>• Create and track Key Performance Indicators (KPIs) for PSDF programs and fundraising.</li></ul>
<p><b>6. Perform other duties as assigned</b></p>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in nonprofit development, marketing, business administration, public relations, communications, or related field required.
- Minimum of five years of fundraising, business development, or nonprofit program development required.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.



#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Event planning and coordination skills.
- Excellent oral, written, and public speaking communication skills.
- High level of interpersonal skills.
- Ability to keep up-to-date technically and apply new knowledge, including adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

#### **PERSONAL CHARACTERISTICS:**

*The Executive Director should demonstrate competence in some or all of the following:*

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint and/or other fundraising databases/software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	PSD Chief of Staff	
<b>Direct reports:</b>	Administrative Office Assistant (part-time staff)	1

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	