



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Executive Director, Poudre School District Foundation** FLSA Status: **Exempt**
Job Family: **Professional** Pay Range: **Up to \$84,000 DOQ**
Prepared/Revised Date: **March 7, 2018** Job Code: **35154**
Days: **225**

SUMMARY: The Poudre School District Foundation ignites opportunities for PSD students by mobilizing community resources to provide educational grants and recognition for exceptional teachers and staff. The Foundation is seeking a passionate, strategic Executive Director to advance this shared vision.

This leader will evolve the Foundation to its next level of impact by collaborating with a dedicated Board, leveraging the existing strengths and assets of the organization and creating strategic linkages and partnerships. The Executive Director will specifically be a hands-on leader for fundraising, community relations/advocacy and operational, financial and HR 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>1. Leadership:</p> <ul style="list-style-type: none">• Participate with the Board of Directors in developing a vision and strategic plan to guide the organization• Pursue and cultivate relationships with key business and community members• Serve as leader and facilitator of quarterly Summit meetings with PSD Superintendent and key business leaders• Serve as a professional advisor to the Board of Directors on all aspects of the organization's activities• Develop relationships and foster effective team work with all levels of PSD staff, including Executives, program owners and school teams• Represent the organization at community activities to enhance the organization's community profile
<p>2. Fundraising:</p> <ul style="list-style-type: none">• Plan and carry out strategies to renew and increase gifts from current donors and attract new donors• Plan, develop and implement strategies to cultivate and manage relationships with large foundations and corporate partners• Research, develop and submit grant proposals• Create and implement the Foundation's annual giving campaign• Collaborate with the PSD Superintendent and PSD Executive staff to identify District funding priorities and understand program needs• Coordinate and oversee major events, including the annual breakfast, EIE event, quarterly business summits and any donor cultivation events



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

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree required, preferably in Nonprofit Development, Marketing, Business Administration, Public Relations, or Communications
- Minimum of five years of fundraising experience in the nonprofit or philanthropic sector
- 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
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, CRM platforms and/or other software packages

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
Reports to:	PSD Superintendent and PSD Foundation Board of Directors	
Direct reports:	Part-time classified 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	
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	