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**JOB DESCRIPTION: EXECUTIVE DIRECTOR, THE FOUNDATION FOR FLORIDA VIRTUAL SCHOOL**

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<b>DEPARTMENT:</b>	The Foundation for FLVS	<b>REPORTS TO:</b>	Foundation Board
<b>JOB CLASS:</b>	Executive Director	<b>PAY GRADE:</b>	24
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	10/10/15

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Executive Director develops donor relationships and stewardship plans and increases community awareness of school needs and opportunities for involvement. The Executive Director provides and executes strategies for fundraising under the guidance of the Foundation Board. The Executive Director works collaboratively with the Foundation Board, Executive Leadership, and staff to meet FLVS goals and to raise critical dollars to support the students and staff of FLVS.

**ESSENTIAL POSITION FUNCTIONS:**

- Follow the State of Florida Professional Code of Ethics and Values
- Work collaboratively with FLVS Executive Leadership, the FLVS Board of Trustees, and staff in meeting the goals of FLVS
- Align the Foundation's priorities with the FLVS goals
- Manage Foundation functions and services for the Foundation consistent with FLVS goals
- Manage relationships with donors and identify, qualify, cultivate, solicit, and steward donors
- Direct and execute the planning, development and implementation of a creative and aggressive major annual and long term giving campaign to support the goals of FLVS
- Create a business plan that aligns with the goals of FLVS
- Manage a portfolio of primary prospects
- Participate in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift donors
  - Develop appropriate cultivation strategies for them, including working with volunteers
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Make solicitations when appropriate
  - Maintain stewardship contacts with donors and report outcomes to donors yearly
- Demonstrate effective public relations skills, well-developed writing skills, and strong verbal communication skills
- Respond to internal and external customers in a timely, accurate, courteous, and empathetic manner representing FLVS in a positive light
- Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks
- Develop and enhance the district's philanthropic Internet presence
- Manage a database of donors and potential donors
- Demonstrate sound judgment and creative thinking

- Identify important issues or problems in area of responsibility and assume accountability for results that facilitate achievement of Foundation and FLVS goals
- Direct the planning, development, and evaluation of metrics for established goals
- Direct the development, design, and editing of publications which promote a general understanding of the district's philanthropic programs
- Follow the policies and procedures of FLVS as related to all HRMD guidelines, executive limitations, the district's instructional initiatives, and the school district's charter guidelines
- Develop and balance annual budgets to meet the needs of the Foundation's funding goals.
- Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to the area of responsibilities
- Develop leadership in subordinates
- Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those he/she supervises
- Follow the district's policies and procedures as related to fixed assets
- Perform other duties and responsibilities as assigned by leadership

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Bachelor's Degree from an accredited institution
- Master's Degree, preferred

##### ***Experience:***

- Eight years of successful experience in major or planned gift fundraising in the education or business sectors; or large business senior management experience
- Five years' progressive experience leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities

##### ***Knowledge, abilities and skills:***

- A highly energetic professional with a track record of building donor or business relationships and closing gifts or business deals
- Interest in education and a dedication to promoting the district's fundraising priorities through developing relationships with The Foundation for FLVS Board of Directors, FLVS Executive Leadership, and FLVS Board of Trustees
- Successful experience in making cold calls as well as developing cultivation and solicitation strategies
- Knowledge of the needs and interests of leadership and major gift donors in order to develop relationships between them and FLVS
- Excellent interpersonal skills and a demonstrated record of completing assignments
- Knowledge of non-profit budgets and managing a minimum budget of \$300,000
- Must be willing to travel

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; Builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; Adapts to changing information, conditions, or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings, and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge, and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**DIRECTOR COMPETENCIES FOR SUCCESS:**

<b>LEARNING ON THE FLY</b> <i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i>	<b>PRESENTATION SKILLS</b> <i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i>
<b>PRIORITY SETTING</b> <i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	<b>BUSINESS &amp; FINANCIAL ACUMEN</b> <i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
<b>COMPOSURE</b> <i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	<b>DEALING WITH AMBIGUITY</b> <i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Monthly travel is required for meetings, trainings, and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, or any other reason prohibited by law.*