**Please send cover letter, resume and 3 references to jwtennis@cox.net**

***Executive Director for the Foundation for East Baton Rouge School System***

**Summary:**

**The Executive Director provides vision and strategic leadership to the Foundation for East Baton Rouge School System to ensure that the mission is well understood by all stakeholders. The Executive Director is expected to communicate a consistent mission-centered focus to board members, staff, school system personnel, community partners and volunteers so that they can effectively support the advancement of the Foundation’s purpose. The Executive Director serves as the symbol of the organization and is committed to providing the highest quality leadership and sound financial operations; working to successfully engage the community in realizing the Foundation goals.**

**Principle Duties and Responsibilities:**

**COMMUNITY ENGAGEMENT**

* Serves as an energetic, diplomatic, credible spokesperson building community partnerships to the benefit of East Baton Rouge school system students.
* Builds alliances that focus on collective benefit for the East Baton Rouge school system students.
* Navigates the complexity of multiple stakeholder interests while building bridges between needs and results.
* Inspires a shared vision and inclusive direction for changing long-standing challenges.

**FUND DEVELOPMENT**

* Cultivates relationships with foundations and leads the pursuit of grants and contracts.
* Oversees compliance with grant requirements and maintenance of relationships with grant making organizations.
* Assures strong and consistent revenue streams and builds a reserve for long-term sustainability.
* Networks actively with community leaders in the public and private sectors to advance the Foundation mission.
* Provides regular fund development reports for Board meetings.

**ADMINISTRATION and FINANCE**

* Provides overall management, planning and leadership of the Foundation. Oversees and strategically directs the organization as it makes determinations and facilitates the organization’s overall mission.
* Creates and facilitates a work-place that motivates staff with a team-based culture that strives for excellence, innovation and results.
* Makes determinations and facilitates the organization’s overall compliance with laws and regulations to ensure the Foundation is in good standing as a charitable organization under state and federal law and preserves its tax status with appropriate monitoring, reporting and communications to the Board of Directors.
* Assesses and assures financial feasibility of Foundation priorities based on existing resources and realities within the school system as well as the community at large.
* Works with the Board President to identify appropriate strategic partnerships for the Foundation.

**BOARD OF DIRECTORS**

* Supports the Board President and committee chairs to establish and monitor governance and organizational policies.
* Supports Board Committees to ensure all projects and standing committees are able to execute respective goals and can evaluate program success.
* Oversees and directs strategic planning and implementation by working closely and collaboratively with the Board of Directors; executes the strategic plan; monitors the strategies and makes recommendations for changes and updates.
* Provides assistance to the Board of Directors in its ongoing recruitment and retention of members with the particular skills and knowledge that are useful to the Foundation’s organizational development.
* Coordinates Board of Directors meetings and provides continuous information, and insight regarding all internal operations and any relevant issues.

**KNOWLEDGE, SKILLS, & ABILITIES**

The ideal candidate is an organized, self-starting professional who thrives in a fast-paced environment and has a proven track record of accomplishments in working with an active community Board, successfully supervising staff to encourage their growth and high performance, and, developing and maintaining donor relationships. Our new Executive Director will be a detailed, goal oriented, enthusiastic and collaborative individual with a proven capacity to work in a fast paced office while exercising independent judgment and maintaining an enthusiastic approach to projects.

**Qualifications:**

* A bachelor’s degree, graduate degree preferred.
* The Executive Director will have a minimum of three years demonstrated experience of successful and responsible leadership experience in a nonprofit organization and/or public school system.
* Proven entrepreneurial experience demonstrating the ability to build and lead an organization is critical.
* The successful candidate will have solid general management skills including strategic planning, communications, fundraising, and personnel or volunteer management experience.
* She/he will have an understanding of governance and working with a Board of Directors.
* Successful track record in presenting and selling a program or organization with the intent of increasing its recognition and understanding of its mission, raising funds, and broadening its advocacy and political agenda.
* Successful track record in fundraising, especially in areas of personal meetings and solicitation of individual donors, foundations and corporations.
* Excellent oral and written communications skills and the ability to relate to diverse audiences and populations.

**Location**: Baton Rouge

**Compensation:** $75,000 - $85,000 depending on experience and qualifications. Employment will be as a member of the East Baton Rouge School System. Competitive benefits package. Reimbursement for relocation expenses will be considered.