



MISSION

The Educational Foundation of Lake County serves as the connection between our community and public education, evaluating needs and securing resources to enhance the quality of education.

Executive Director Overview

The Executive Director of the Education Foundation of Lake County, Inc. (EFLC) serves as the chief executive officer of the organization and, as such, is the administrator in charge of overseeing staff initiatives dealing with Foundation programs, management, financials and fundraising. The Executive Director is the primary liaison between the EFLC Board of Directors, Lake County Public Schools, Take Stock in Children (TSIC), the community, and the Consortium of Florida Education Foundations (CFEF). The Executive Director reports to the EFLC Board of Directors.

The Executive Director's responsibilities include, but are not limited to, the following:

Operations and Management

Manage & monitor day-to day operations of the foundation and its staff, supervising office and business management, ensuring fiscal accountability and transparency for all gifts, budgets and funding policies for EFLC & TSIC. Responsible for the maintenance of records. Employee management including hiring/firing and evaluations will adhere to Lake County School Board & TSIC policies and procedures.

Fundraising & Events

Develop and implement a comprehensive fundraising strategy. Serve as chief fundraiser for generating overall philanthropic support, cultivating and stewarding donors, and overseeing day-to day fundraising efforts. Work with community, staff and Board in implementing the employee giving campaign, grant writing/reporting, direct solicitations, maintaining donor relations, planned giving, board contributions, corporate support and fundraising events for the Foundation & TSIC.

Board Governance

Work with the EFLC Board of Directors & TSIC Advisory Council to forward the mission and policies of the organization, to plan with them for future growth and positive direction for the Foundation, and to regularly report progress toward meeting Board goals. Adhere to State Statute 1001.453 that regulates Direct Support Organizations and the MOU's that regulate the relationship between the Foundation, TSIC and the District.

Community and Public Relations

Serve as the official spokesperson for the Foundation & TSIC and participate in activities that increase the visibility of the Foundation & TSIC-at Foundation & TSIC events, Lake County School Board meetings, TSIC Advisory meetings, district level events, school community events and the community at large. Act as the liaison between the School District, Florida Department of Education, TSIC state office and the community in terms of identifying and securing resources that enhance the quality of education.

Program Management

Oversee, evaluate, provide guidance and ensure funding for current and new sustaining programmatic work. Programs should align with the District priorities and the Foundation mission.

Budget

\$1,800,000-\$2,300,000 annually

Qualifications

Master's Degree with specialization in Business Administration, School Administration, Marketing or Non-Profit Management preferred. 5-7 years of overall professional experience. Experience with the creation/design, implementation, budgeting and analysis of special fundraising events.

Knowledge, Skills, Abilities

Demonstrated skills in fundraising, marketing/branding, communications, board development and fiscal management.

Knowledge of CRM's, Quick Books and ability to master various data platforms & social media sites.

Ability to communicate and work effectively with internal and external stakeholders.

Employment Eligibility

All offers of employment at EFLC are contingent upon clear results of a thorough background check as required by federal, state and local agencies.

Proof of employment eligibility as required by law.

Proof of diplomas or degrees indicated as a core qualification.

ADA Compliance

Physical Ability: Tasks require the ability to exert somewhat strenuous effort in work involving physical activity. The employee must be able to lift, carry, push or pull 30-40 lbs.

Work Environment: Duties of this job will include tasks that are regularly performed with adverse environmental condition, such as outdoor weather conditions.

The Education Foundation of Lake County, Inc. is an Equal Opportunity Employer. In compliance with the ADA, the Foundation will provide reasonable accommodations to qualified individuals with disabilities.

Salary & Benefits

Salary is competitive and is based on education and experience. Benefits include retirement contributions, partial insurance supplements and travel reimbursement.

For consideration, please send a cover letter and resume w/references to cullen-battc@lake.k12.fl.us. Applications will be accepted May 15-June 30, 2024.