



Position: President

Education Foundation of Palm Beach County

The Education Foundation of Palm Beach County is the non-profit organization that supports Palm Beach County public schools. Your work will impact the well-being of thousands of students by supporting the program and philanthropy efforts of the Foundation.

Description

The President is the chief executive officer of the Foundation and, as such, is the administrator in charge of management and fundraising, and overseeing staff initiatives dealing with Foundation programs. The President is the primary liaison between the Foundation Board of Directors, the School District of Palm Beach County, the community, and the Consortium of Florida Education Foundations.

Major Responsibilities

Operations & Management

Manage and monitor day-to-day operations of the Foundation and its staff, supervising office and business management, ensuring fiscal accountability and the maintenance of records, and ensuring compliance with all local and state regulations regarding the Foundation.

Fundraising

Engage the staff and Board in expanding fundraising including soliciting major donors, annual appeal, grant writing/reporting, direct appeals, maintaining donor relations, planned giving, board contributions, corporate support and fundraising events.

Board Governance

Work with the Board of Directors to forward the mission and policies of the organization, to plan with them for future growth and position direction of the Foundation, and to regularly report progress toward meeting Board goals.

Community Relations

Serve as the official spokesperson for the Foundation and participate in activities that increase the visibility of the Foundation. Oversee all public relations and media activities.

Program Management

Oversee Foundation programs and ensure integrity, accountability, and effectiveness of programs provided to Palm Beach County schools.

Skills/Attributes:

- Excellent leadership skills. Ability to motivate and manage people to their full potential.
- Strong organizational skills.
- Excellent communication and presentation skills.

Experience Required:

- College degree, preferably in Business, Public Relations or related discipline.
- Five years' experience in management or non-profit development.

Reports to: Foundation Board Chairman

Salary: Salary is commensurate based on experience and qualifications.

To apply visit: <https://educationfoundationpbc.applicantpro.com/jobs/591614.html>