



**Believing in Students.
Inspiring Possibilities.**

Executive Director Search

June 2010

Foundation for Orange County Public Schools

445 W. Amelia Street, Ste. 901 • Orlando, FL 32801

www.foundationforocps.org

Foundation for Orange County Public Schools, Inc.

Our Mission

The Foundation is an independent 501(c) (3), not-for-profit organization, that mobilizes community resources to *ensure* a quality public school education and to *advance* academic achievement for every student in Orange County Public Schools – the 10th largest public school system in the nation.

This is accomplished through strong partnerships with the community-at-large and school board that enable us to:

- provide teachers with resources to enhance student achievement;
- manage dozens of unique programs that are making a monumental impact in the classroom – including *Count Me In!*, *Read2Succeed*, *Middle Schools Kids*, *Teacher Classroom Grants*; and
- nurture wide-scale community engagement in public education.

About the Organization

Established in 1987, the Foundation for Orange County Public Schools, Inc., provides resources and programs that support district-wide academic goals and help students, teachers and schools succeed. Through innovative programs and projects such as *Read2Succeed* (a second grade reading/mentoring program), *Middle School Kids* (a middle school program that links social and emotional development to academic success), *Teach-In* and *Teacher Classroom Grants*, the Foundation provides more than \$1M annually to schools to ensure a quality education for every student. The Foundation is also leading a long-term grassroots initiative called *Count Me In!*, designed to reconnect our community with our schools and to mobilize the public to take action on behalf of our children. The Foundation serves the 10th largest public school system in the nation, supporting more than 175,000 students, 12,000 teachers and 180 schools in the county.

Guided by a strong group of business, civic and education leaders who make up the board of directors, the Foundation works closely with Orange County Public Schools (primarily, the school board and senior staff) to identify needs and develop initiatives and cooperative opportunities. Just as important, the Foundation has historic, strong relationships within the business and civic communities that have resulted in tremendous private resource support for mission-critical programs and initiatives.

The Foundation possesses a respected reputation in the community; its relationships are solid; its programs and reach are well-regarded and growing; its staff is first-class; and its financial support continues to climb, as do its results and successes.

The Foundation is an active member of the Florida Consortium of Florida Education Foundations which has provided significant financial grant support to the organization. For more information, visit www.foundationforocps.org.

Essential Goals

The work of the Foundation for Orange County Public Schools focuses on three essential strategic goals:

- Providing critical, needed resources and programs to help every student achieve and succeed – particularly in the areas of reading, math and science

- Mobilizing the community-at-large to engage and invest in children and to ensure that all citizens understand they play a role in helping our students succeed
- Through closely-knit partnerships with the district, businesses, elected officials and citizens, the Foundation is becoming *the* focal resource point for student enhancement and the avenue to elevate the success of our children and public schools

Key Issues & Priorities

- **Maintain and build strong relations with key constituents:**
 - The Foundation’s executive committee, board of directors and sub-committees
 - Orange County School Board and senior staff
 - Existing and potential Foundation donors
 - Corporate leadership
 - Key community organizations
 - Local and state elected officials
 - Local media
 - Key state and national education-related groups, including the Public Education Network and the Consortium of Florida Education Foundations
- **Build and enhance the Foundation’s reputation within the school community and the public,** and work with the board of directors to accomplish this. Ensure the Foundation’s mission and vision are clearly articulated to the community-at-large to foster ongoing interest in and support for the Foundation and to ensure the Foundation is highly regarded as a valued resource; a strategic partner to the district, the business community and the community-at-large; and a passionate advocate for advancing student achievement. Carry forward a strong communications plan to accomplish this.
- **Live out and carry through the organization’s strategic plan.** Ensure familiarity with the current plan, oversee its implementation and assist with the new strategic planning process that began in 2010.
- **Cultivate staff and board development plans.** Work with the staff on individual work and success plans and continue to redefine the Foundation’s measures of success and focus on the strengthening of the board of directors.
- **Maintain and build upon strength of existing programs and work.** The Foundation has built several strong programs that are highly regarded and of the utmost value and benefit to students and teachers. These include *Read2Succeed*, *Middle School Kids*, *Teach-In* and *Teacher Classroom Grants*. These programs should be carried on and future programs developed that meet critical needs and foster academic success. In addition, the citizen engagement initiative, *Count Me In!*, will have a long-term focus as citizens unite under a common vision for school improvement.
- **Enhance the organization’s fundraising and ensure financial stability for the organization.** Become familiar with fundraising strategies, plans, board of directors roles, events and initiatives; assessing their successes and ultimately work to grow these resources. The executive director will have a significant leadership role in a comprehensive donor relations program, and will be responsible for designing a long-term funding model to ensure the financial stability and viability of the Foundation.

The Executive Director: Roles/Responsibilities

The executive director of the Foundation for Orange County Public Schools, Inc. leads a dynamic and prominent not-for-profit organization in Central Florida that mobilizes community resources to ensure a quality public education and academic advancement of every student. A 38 member board of directors who are business, education and civic leaders guide the Foundation. The executive director plays a significant role in advancing a vision of quality public education, forging an understanding that it is everyone's responsibility to help our students succeed and building community support for every child from kindergarten through 12th grade. The executive director works with leaders within the district (school board, superintendent, senior staff, Foundation staff), as well as with business leaders, elected officials and citizens.

Areas and responsibilities of the executive director include:

Leadership: Works with the Foundation board to provide strategic vision and leadership to advance the mission.

Governance: Works with a 38 member board of directors and executive committee to execute governance responsibilities.

Development: Serves as primary fundraiser and works with resource development associates to identify new opportunities for support (either through private donors, grants or fundraising events); meets with existing donors to build and maintain support; and network throughout the philanthropic community.

Planning: Works with the board to develop the Foundation's strategic plan and recommends an annual work plan and budget to support the implementation of that plan. Oversees the plan and budget execution and strategic investments of philanthropic resources to achieve desired results. Reports regularly to the board on assessment of strategic direction, progress against benchmarks, and outcomes achieved.

Advocacy: Keeps the board informed on related industry happenings, trends, reform strategies, etc. that tie to the Foundation's work, direction, focus and mission.

Operations: Oversees and is accountable for the effective implementation of the plans and budget of the organization. Guides the Foundation team and oversees their work, assesses staff performance and results. Manages all aspects of the office, from equipment to training.

Fiscal Management: Is responsible for the fiscal integrity and achievement of financial goals.

Communications: Serves as the primary spokesperson for the Foundation with media, school board and the community-at-large. Guides key message development and utilizes various communications tools and media to advance the organization's agenda, goals and mission.

School District Partnership: Works closely with district leadership to build a productive, collaborative relationship.

External Relations/Outreach: Develops alliances with other educational, non-profit, business and government entities in an effort to cooperatively address education-related issues and generate ideas and solutions; enhance student achievement and improve the quality of our public schools. Also represents the Foundation with various community, national and professional organizations.

Executive Director – Fast Facts

Reports to:	Chairman of the Board
Oversees:	Four -person staff of professionals
Operating Budget:	\$1 million
Fundraising Goal:	\$2 million

Ideal Candidate Profile

The Foundation for Orange County Public Schools seeks a strong, visionary, ‘can-do’ individual to build on its 23-year history and success and continue to boost these achievements to move the organization forward. The ideal candidate will possess:

- a passion for public education (with work in an education environment or foundation being highly regarded);
- knowledge of successful educational programs, policies and strategies;
- a commitment and understanding of public engagement in public education;
- highly developed leadership skills; and
- skill in public speaking, community/public relations and fundraising.

The candidate must be idea and results-driven and energized by work with education, community, business and political leaders. He/she must also quickly work to:

- understand:
 - the key issues faced by our schools and district, as well as the overall political environment/dynamics
 - overall challenges, perceptions, etc.
 - current working relationships with the district, business community and community at-large
 - the Foundation’s programs and community engagement direction
- learn the key players and community dynamics

The executive director must be an open, transparent and effective communicator with all key constituencies, including Foundation staff, board of directors, school district leadership, community and political leaders and media. He/she must be an inspirational leader who is able to convene stakeholders to generate broad support for and understanding of the Foundation’s work in enhancing student achievement.

He/She must be an effective organizational and people manager who has a history of building trusting relationships with, uniting and guiding staff; giving them autonomy to do their work; respectively providing constructive feedback; and demonstrating their value through recognition. As the Foundation moves forward in defining its goals for the future, the staff and board will be faced with decisions concerning structure, organization and programs. The ideal candidate, then, must be a conscientious risk-taker – ready to analyze options and make the best decisions.

The Foundation relies on effective fund-raising to support its programs and initiatives. The ideal candidate should have a successful history of major donor, corporate and foundation relations, as well as securing and managing program-specific grants.

Elevating the Foundation’s stature in the community, growing key partnerships, expanding our programs, moving our community engagement initiative forward, and enhancing the organization’s fundraising are all primary endeavors of the Foundation’s new executive director.

Minimum Qualifications

The ideal candidate will possess at least five- to seven years with progressively responsible experience at a not-for-profit organization, as well as four years managerial experience at a director level or above. Candidates must have demonstrated success in charitable fund development, board relations, operations management and financial accountability; and have proven abilities in building collaborative relationships and community partnerships. Individuals must have strong leadership and communications skills, and be detailed and multi-task oriented with strong organizational and interpersonal abilities. Knowledge of the Central Florida community -- its leadership and organizations -- as well as those with education-related experience are highly desirable. A Bachelor's degree is required, and an advanced degree is preferred.

To Apply

The Foundation for Orange County Public Schools is an equal opportunity employer. All qualified candidates are encouraged to apply.

Please send a resume with salary history to:

Executive Director Search
Foundation for Orange County Public Schools
445 W. Amelia St., Suite 901
Orlando, FL 32801

or

email: contact@foundationforocps.org