

## **PRAIRIE SPIRIT SCHOOLS FOUNDATION**

### **Position Description: Executive Director**

#### **Introduction**

The position of Executive Director for the Prairie Spirit Schools Foundation (Foundation) is a 1.0 full time equivalent (FTE) position. The Executive Director is accountable to the Foundation Board. The Executive Director shall provide overall coordination for the implementation of the policies and programs of the Foundation.

#### **Core Function**

- Actively pursue and generate funds for the Prairie Spirit Schools Foundation
- Administrative functions as directed by the Foundation
- Provide advice on the development of Foundation policies when requested
- Year-end review of Foundation accomplishments at Annual General Meeting
- Provide detailed written reports to Foundation monthly

#### **Authority**

- Communication with potential donors for contributions. Goal agreed in concert with the Foundation
- Recommend actions or proposals to achieve objectives

#### **Advocacy**

- Promotes community awareness of the Foundation's mission with goals given by the Foundation
- Participates in networking and community relations activities on behalf of the organization. Join association memberships (ex. Association of Fund Raising Professionals) as approved by the Foundation
- Identifies, researches, and pursues funding opportunities
- Facilitates a communication plan that informs the community of the activities and direction of the organization
- Seeks public speaking opportunities that help promote the Foundation

#### **Accountability**

- Provide monthly written updates to the Foundation on progress towards meeting established goals thereof
- Report in each monthly meeting the achievements thereof
- Obtain direction from the Foundation with respect to items not stated in policy which require input or authorization from the Foundation

## **Performance Expectations**

- Exercise leadership, creativity, and vision in the performance of duties
- Demonstrate commitment to the mission, goals and objectives of the Foundation
- Demonstrate strong interpersonal and communication skills
- Initiate contacts with the public, media, school divisions, corporations, and other interest groups in the community
- Demonstrate openness to discussing and to receiving feedback
- The Executive Director cooperates with and participates in the performance appraisal process which includes an annual growth plan.
- On an annual basis, present to the Foundation for approval a list of goals, objectives and work plans in writing prior to the start of the fiscal year.
- Present to the Foundation, a monthly evaluation report in writing concerning the degree to which the year's goals, objectives and work plans were met. Based on the monthly reports, a yearly summary will be presented in writing at the Annual General Meeting.
- Attend Board of Education meetings when requested by the Foundation

## **Leadership**

- Expand and maintain positive relationships with present and potential Foundation stakeholders within the Prairie Spirit School Division and within the immediate area and province with the aim of increasing the Foundation's profile and financial status
- Actively pursue and gain donations from potential donors to the Prairie Spirit Schools Foundation

## **Fiscal Responsibility**

- Administers the funds of the organization, according to the policies approved by the Foundation

## **Summary of Role**

- Provide advice and leadership in securing sufficient funds to accomplish the goals of the Foundation
- Assist Foundation committees with their work
- Provide information, gathered annually, to be used for a subsequent Annual Report
- Work with the Board to evaluate achieving goals and strategies
- Arrange for processing and recording donations and arrange for donor recognition
- Ensure that necessary documentation is available for meetings of the Board
- In conjunction with the Executive provide an orientation to new Board members
- Prepare the agenda for the Foundation board meetings in conjunction with the Executive