



**JOB TITLE:** EXECUTIVE DIRECTOR  
**LOCATION:** Prosper, TX  
**REPORTS TO:** President of the Prosper Education Foundation Board of Directors  
**SALARY RANGE:** \$100,000 - \$125,000

**PRIMARY PURPOSE:** Responsible for the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will complement and provide financial assistance to the Prosper Independent School District Education Foundation and the Prosper Independent School District.

**OVERVIEW:** The Prosper Education Foundation (PEF) serves the students, staff and families of the Prosper TX Independent School District and is a separate 501(c)(3) non-profit corporation. Reporting to, and in collaboration with, the Board of Directors, the Executive Director is the key management leader of the organization and will have overall strategic and operational responsibility for the organization's staff, programs, expansion, and execution of its mission. The Executive Director, who should be a self-starter and driven, is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach in this rapidly growing and thriving community.

**QUALIFICATIONS:**

**Education/Certification:**

- Bachelor's degree
- Have a minimum of 5 years experience in a non-profit or education organization setting.
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of the PEF's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Experience with Donor Database systems (Network for Good, Donor Perfect, etc.)
- Strong written and verbal communications skills including excellent public speaking ability
- Track record of effectively leading and scaling a performance- and outcomes-based

- organization and staff
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives and manage a budget

## **MAJOR RESPONSIBILITIES/DUTIES:**

### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as a professional advisor to the Board of Director on all aspects of the organization's activities.
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize the Prosper Education Foundation's volunteers, board members, event committees, alumni, partnering organizations, and donors
- Hire, lead, coach, develop, and retain the Prosper Education Foundation's staff.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, donors, and other constituents.

### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its Board and Donors
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, students/teachers/PISD staff, donor and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.
- Maintain official records, contracts, lease agreements and documents, and ensure.

- they are up-to-date and in compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field by attending various trainings and workshops.

#### *Program planning and management*

- Oversee the planning, implementation and evaluation of the Prosper Education Foundation's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects.

#### *Human resources planning and management*

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedure

#### *Financial planning and management*

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget.
- Responsible for the fiscal integrity of the Prosper Education Foundation, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Work with the Board to secure adequate funding for the operation of the organization.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Ensure that the organization complies with all legislation covering taxation and

withholding payments.

### *Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with various PISD campuses, community groups, donors, and other organizations to help achieve the goals of the organization.
- Submit monthly KPI Reports to the Executive Committee outlining the previous month's activities (*ie.* donor meetings, fundraising efforts, functions attended where the ED represented the foundation)

### *Risk management*

- Identify and evaluate the risks to the organization's people (staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

### *Fundraising and Communications*

- Expand local revenue generating and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communications- from web presence to external relations with the goal of creating a stronger brand awareness.
- Build partnerships in new markets in the DFW area, establish relationships with donors and community leaders.
- Build an external presence that publishes and communicates program results with an emphasis on the successes and needs of the Prosper Education Foundation
- Responsible for fundraising and developing other resources necessary to support the Prosper Education Foundation's mission.
- Serve as the Prosper Education Foundation's primary spokesperson to the organization's constituents, the media, and the general public.

### *Board Governance*

- Responsible for leading the Prosper Education Foundation in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board by providing, in a timely and accurate manner, all information for the Board to function properly and to make informed decisions.
- Serve as an Ex-Officio member of the Board of Directors to provide guidance and

- recommendations to the Board to allow them to make informed decisions.
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing operations.
- The ED will assist the presiding officer in board and committee meetings in the observation of applicable provisions of the Foundation's bylaws.
- Other duties as assigned by the Board of Directors

#### **BENEFITS-GUIDELINES OUTSIDE THE STANDARDS OUTLINED IN EMPLOYEE MANUAL**

- The ED will have 10 days of paid time off (PTO) each year, only after a form is submitted and approved by the Board President. The ED will also be granted the same school holidays as a school employee around Thanksgiving, Christmas, and Spring Break. Once approved, it is the responsibility of the ED to email to the full Board of the planned time off. The Board requests that the ED not be on vacation for more than 10 days at a time. If the ED is going to be out of the office more than 10 days, the Board request the ED be available by phone and email.
- Other than noted above, when the District is closed, the ED will be working according to standard corporate practice and available unless there is a scheduled and approved vacation day.
- The potential to increase vacation time will occur during each Annual Review.

#### **COMPENSATION**

ED will be reviewed by the Executive Committee annually for a potential raise and bonus one month prior to anniversary of the date of hire.

*Evaluation Process for raises will be as follows*

- 1- The Committee Chairs and School Superintendent will complete a yearly evaluation form based on performance of the Executive Director
- 2- The completed form will go to the President for evaluation.
- 3- Results will go to the Compensation Committee to use in determining the raise percentage for the upcoming year. The Compensation Committee will submit their decision to the Executive Committee.

#### **APPLICATION INSTRUCTIONS**

Interested applicants, please apply here: <https://tinyurl.com/ProsperEF>