

# **TORREY PINES HIGH SCHOOL FOUNDATION**

## **Executive Director Job Description**

**REPORTS TO:** Board of Directors through its elected Board President/Chair

**POSITION DESCRIPTION:** The Executive Director is responsible for the daily administration and good organizational management of TPHSF, which includes but is not limited to serving as the leader of the organization and responsible for annual fund development, public relations and marketing, sound management of all fiscal resources, supervision of all staff, and business operations in accordance with standard business practices. The Executive Director works with and supports the Board of Directors to define priorities through and oversees the implementation of the strategic plan, build and develop teamwork among Board members and other volunteer leaders, and ensure program and fiscal accountability. S/He also interfaces with stakeholders of TPHS, TPHSF and serves as the public face of the organization. The Executive Director manages a budget in excess of \$2M. The TPHSF offices are located on the Torrey Pines High School campus. The current TPHSF board is comprised of 18 volunteer parents, community members and the ASB President.

### **EDUCATION:**

- BA or equivalent professional experience.

### **EXPERIENCE:**

- Minimum three to five years experience in senior level administrative management.
- Significant and measurable experience in fundraising in a nonprofit organization.
- Executive or associate director experience preferred.
- Knowledge and work experience in the industry.
- Familiarity with Carmel Valley, Del Mar, Rancho Santa Fe and Solana Beach communities a plus

### **RESPONSIBILITIES:**

#### **Management and Administration**

- Assure that TPHSF has a strategic plan approved by the Board, and implement plan in timely way with the Board as it relates to program development and management, annual fund development, communications, business development, board development and major gifts and endowment.
- Ensure legal compliance and program and fiscal accountability.
- Provide leadership in developing organizational and financial plans with the Board of Directors and other staff, and carry out plans and policies as authorized by the Board.
- Promote active and broad participation by volunteers in all areas of the TPHSF's work.
- Maintain official records and documents, and ensure compliance with federal, state and local laws and regulations especially as they pertain to nonprofit organizations.
- Maintain a working knowledge of significant developments and trends in philanthropy and industry related areas.

- Serve as the key liaison to the TPHS school leadership and the San Dieguito Union High School District and ensure conformance to district policies and procedures where relevant.
- Oversee maintenance of financial and donor databases to ensure all are up-to-date and accurate.
- Maintain fiscal responsibility for the annual budget.
- Provide financial oversight and report to the Board regularly.
- Maintain TPHSF website.
- Responsibility for audit and tax reporting requirements as required.

### **Fundraising and Income Generation**

- Coordinate and participate in fundraising efforts including special events, major gifts, and corporate and personal individual solicitations.
- Coordinate fundraising appeals.
- Provide event management, guidance and direction, follow up and analysis for continued improvement.
- Develop income generation opportunities including working with the school district in facilities rentals.
- Actively research and submit grant applications.
- Provide leadership in developing and implementing fundraising plans with the Board of Directors.
- Provide support and work with the Board in raising funds for TPHSF.

### **Board Relations and Communications**

- Assist the Board in maintaining and promoting the vision and mission of TPHSF and in achieving goals and objectives of the strategic plan.
- Initiate and assist in recommending and developing policies and setting priorities.
- Keep the Board and Board President fully informed on the condition of the organization and other important factors affecting the health of the organization.
- Involve each Board member at an optimum level. Stimulate each to reach the highest potential as a Board member.
- Work with the Board President to ensure effective and efficient Board committee structure and operation.
- Communicate regularly (weekly) with the President and key committee leaders.
- Serve as staff liaison to Board committees as appropriate.
- Assist in the recruitment, selection and orientation of new Board members and officers.
- Assist the President in planning the agenda and materials for the Board meetings and the annual Board strategic planning retreat.
- Provide an Executive Director Report, a written summary of activities, at monthly Board meetings.

### **Public Relations and Communications**

- Implement marketing timeline and communications strategic plan approved by the Board.
- Establish and strengthen working relationships with community partner organizations.
- Identify and develop new partnerships including and with business and community leaders.

- Ensure appropriate representation, as a spokesperson, of TPHSF's goals and objectives to community and corporate groups and other stakeholders.
- Ensure all collateral—program information, brochures, flyers and all other publications are in accordance with predetermined graphic standard.

### **Personnel**

- Administer Board approved personnel policies.
- Ensure proper hiring and termination procedures as required by law.
- Oversee any and all disciplinary actions.
- Provide for adequate supervision and evaluation of all staff and volunteers.
- Encourage staff and volunteer development and education.

### **CHARACTERISTICS, KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstration of leadership, sense of vision and ability to motivate others.
- Integrity, sound sense of judgment, and ability to maintain confidentiality when appropriate.
- Strong interpersonal skills and a professional demeanor and presentation.
- Strong verbal and written communication and listening skills.
- Public speaking ability.
- Strong analytical skills.
- Experience and strong ability to work with and support the Board of Directors.
- Ability to work effectively with a diverse population of parents, volunteers, civic leaders, corporate representatives, and community representatives.
- Extensive knowledge of finance and budgeting.
- Knowledge of grant writing with measurable results.
- Demonstration of initiative, creativity and follow-through.
- Ability to multi-task and be in control of numerous tasks at any one time.
- Strong sense of organization and planning and able to manage time well.
- High level of energy, enthusiasm, and humor.
- Strong computer skills with a working knowledge of MS Word, MS Excel, and email systems. Quick Books, DonorPerfect, FormSite and computer graphic programs a plus.
- Knowledge of donor software programs
- Must be flexible and able to work evenings and weekends as needed.

**Position:** Fulltime/Salaried