



Job Title: President

Overtime Status: Exempt **Full Time** X **Part Time**

Class: **Sedentary** **Light** X **Medium** **Heavy** **Very Heavy**

REQUIREMENTS:

- A. Education Level: Bachelors degree required
- B. Certification:
- C. Experience Desired: Experience managing a non-profit organization, cultivating donors and leading major fundraising campaigns.
- D. Other Requirements: Strong organizational and interpersonal skills and superior oral and written communication skills.

REPORTS TO: Foundation for Lincoln Public Schools Board of Directors

RECEIVES GUIDANCE FROM: Foundation for Lincoln Public Schools Board of Directors

TO APPLY: Submit resume and application to foundation@lps.org. Application can be found at www.foundationforlps.org/about.html.

ESSENTIAL FUNCTIONS:

Planning

- Collaborates with the board to define and articulate the organization's vision and to develop strategies for achieving that vision.
- Creates annual operating plans that support strategic direction set by the board and correlate with annual operating budgets; submits annual plans to the board for approval.
- Develops and monitors strategies for ensuring the long-term financial viability of the organization.
- Develops future leadership within the organization.

Management

- Oversees the operations of organization and manages its compliance with legal and regulatory requirements.
- Creates and maintains procedures for implementing plans approved by the board of directors.
- Promotes a culture that reflects the organization's values, encourages good performance, and rewards productivity.
- Provides oversight to the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Ensures that staff and board have sufficient and up-to-date information.
- Evaluates the organization's and the staff's performance on a regular basis.

Financial Stewardship

- Oversees staff in developing annual budgets that support operating plans and submits budgets for board approval.
- Prudently manages the organization's resources within budget guidelines according to current laws and regulations.
- Ensures that staff practices all appropriate accounting procedures in compliance with Generally Accepted Accounting Principles (GAAP).
- Provides prompt, thorough, and accurate information to keep the board appropriately informed of the organization's financial position.

Fund Raising

- Develops fund raising strategies with the board and supports the board in fund raising activities.
- Oversees staff in the development and implementation of annual, major, planned and deferred gift planning that supports the current strategic plan. Includes direct mail to individuals and alumni, corporate giving and grants.
- Cultivates and solicits major and planned giving one-on-one calls with prospective donors and alumni.

Community Relationships

- Serves as the primary spokesperson and representative for the organization.
- Assures that the organization and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Actively advocates for the organization, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organization and the community, building relationships with peer organizations when appropriate.

Programmatic Effectiveness

- Oversees design, delivery, and quality of programs and services.
- Stays abreast of current trends related to the organization's products and services and anticipates future trends likely to have an impact on its work.
- Collects and analyzes evaluation information that measures the success of the organization's program efforts; refines or changes programs in response to that information.

Board Support and Leadership

- Serves as an ex-officio member of the organization's board of directors and all board committees.
- Supports operations and administration of the board by advising and informing board members and interfacing between board and staff.
- Advises the board in the development of policies and planning recommendations.
- Assists in the selection and evaluation of board members and board leadership.
- Makes recommendations and supports the board during orientation and self-evaluation.
- Supports and participates in the board's evaluation of the President.

WORKING CONDITIONS:

A. Inside X Outside Both

B. Climatic Environment:

Air conditioned office space, travel required.

C. Hazards: