



**Position Title:** Executive Director, Elevate Jacksonville

**Reports To:** Board of Directors

**Status:** Full-time, Exempt, 12-month position

**Salary:** Commensurate with experience

**Primary Function:**

The organization is seeking an exceptional, highly experienced, passionate, motivated leader to build and grow the organization; to lead an energized Board of Directors in strategic planning and acquiring resources; to inspire the community to creatively partner in our mission and generously invest in the 300+ children served daily in three high schools. An inspiring motivator; proven effective in resource development and stewardship; innovative connector; savvy financial analyzer; honest evaluator with effective conflict resolution skills and a commitment to accountability which ensures the health, growth, and sustainability of the organization.

**Key Roles (Essential Job Responsibilities):**

**Leadership:**

1. Provide leadership and direction to ensure the effective operation and delivery of programs:
  - Support the organization's mission and principles.
  - Ensure establishment of and compliance to all agency policies and procedures.
  - Provide primary direction to board and staff to assure a dynamic, responsive and effective organization.

**Strategic Planning:**

2. Develop, execute, and manage an effective strategic planning process for short term and long-term growth, with a primary focus on fund development.

**Board Development:**

3. Identify, recruit and develop effective board members.
4. Ensure active participation by board members and support effective board roles and functioning.

**Fund Development:**

5. Ensure the annual budget is funded and organization has adequate cash flow.
6. Establish relationships with local and regional foundations and corporations, as well as developing long-lasting relationships with key individual donors.
7. Work with the board members and staff to develop a strategic plan for fundraising and development.
8. Oversee outside consultants-grant writer and donor management system.

**Resource Management:**

9. Development, implementation, and monitoring of the annual budget with board approval.
10. Develop and ensure all necessary administrative and operational systems are in place to support effective operations.
11. Ensure productive and effective management of staff performance.

**Partnership Development:**

12. Develop strategic alliances with community leaders, local officials, along with forming collaborations with agencies and like-minded non-profits to support our student activities. Fully engage with our local school district to leverage funding opportunities for future growth.

**Marketing and Public Relations:**

13. Work with our marketing firm to increase visibility and awareness of our programs and activities and maintain good public relations.

**Job Specifications:**

- Bachelor's degree from an accredited college or university.
- A minimum of five years' experience (preferred ten) in a significant leadership capacity; or an equivalent combination of experience.
- Thorough knowledge of the mission, objectives, policies, programs and procedures of Elevate USA or similar nonprofit; the principles and practices of managing non-profit organizations; resource development activities and sources of funding.
- Personable, passionate, genuine communicator-interpersonal, public speaking and written.
- Demonstrated ability to organize, direct, plan and coordinate operations.
- Leadership skills, including negotiation, problem solving, decision making, delegation.
- Demonstrated experience in fund development.
- Ability to establish and maintain effective working relationships with the Board Directors, staff, community groups, and other related agencies.

**Supervision:**

Direct supervision of Management Team

**Additional Responsibilities:**

May be assigned special projects periodically by the Board of Directors.

**Relationships:**

**Internal:** Maintain contact with Board of Directors, staff, and students.

**External:** Maintain contact with potential and current donors, external community groups, school officials, local and state elected officials, government agencies and others as required.

Please submit cover letter, resume and salary requirements to:  
ceosearch@elevatejacksonville.org