**POSITION OVERVIEW:**

The Board of Directors has established the position of President/CEO to serve as the overall leader and visionary of the organization. Under the guidance of the Board of Directors the President/CEO establishes strategies to meet the financial expectations and fundraising needs of the Achievement Academy. The President/CEO collaborates closely with the Board of Directors to establish the organization’s mission and provides leadership in meeting the mission’s goals.

**ROLES AND RESPONSIBILITIES**

* 1. Be responsible for the management of the affairs of the Corporation, in accordance with established written policy.
	2. Report directly to the Board of Directors.
	3. Be responsible for the overall operation of the Corporation, including reviewing and evaluating the results of program activities; ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; and developing organizational and administrative policies and program objectives for Board consideration.
	4. Develop, implement and oversee fundraising activities including an annual fundraising plan, annual fund appeals, capital campaign, special events, corporate/individual giving, planned giving and other development strategies to ensure a comprehensive and successful fundraising program.
	5. Provide reports to the Board, including a monthly report at the Executive Committee meetings and Regular/Special Board meetings, and provide other reports as requested by the Board of Directors.
	6. Be responsible for providing information and/or advice to the Officers, Board Committees and the Board of Directors in the creation of policies, programs and strategic planning of the Corporation.
	7. Be responsible for the employment and dismissal of all Staff, including Staff concerns or corrective action plans. Personnel actions related to the Charter School staff will be conducted in collaboration with the school’s principal. While the President/CEO retains the final authority in those decisions, the Principal’s advice and counsel will be fully considered.
	8. Assist in the preparation of the annual Corporation and Charter School budgets; may also assist in preparing grant request budgets or other special funding solicitations.
	9. Be responsible for ensuring the required reporting for various funding agencies is completed accurately within the required time frame and that official documentation and records are maintained to support federal, state and local regulations.
	10. Prepare the United Way program and budget with the assistance of appropriate Staff, and respond to any questions about the United Way packet and organize the United Way presentation of that packet.
	11. Develop and implement community outreach program(s) that emphasizes Achievement Academy’s critically important programs and positive image to relevant stakeholders.
	12. Act as an ambassador in the community supporting the mission and philosophy of the Corporation, including attendance and participation in meetings of various community organizations.
	13. Maintain a working knowledge of significant developments/trends in the fields relevant to the mission and philosophy of the Corporation.
	14. Assist in public relations activities as requested by the Board of Directors.
	15. Lead regular Staff meetings with the Birth to Three Staff and participate in Charter School Staff meetings.
	16. Be responsible for the supervision of all Birth to Three Staff.
	17. Mediate parent concerns as needed.
	18. Complete all other duties as assigned by the Board of Directors.

**COMPETENCIES**

* Self-motivated, collaborative, highly organized and results oriented.
* Quick learner with the ability to effectively manage multiple activities simultaneously.
* Excellent relationship development and management skills; demonstrated success in building and maintaining relationships with all types of individuals of diverse social, economic and cultural backgrounds.
* Works independently but well with others while seeking opportunities for continual improvement.
* Strong communication, team building and team management skills.
* Identifies and resolves problems in a timely manner; Works well in group problem solving situations.
* Maintains confidentiality.
* Understands business implications of decisions.
* Understands the intricacies of special needs education, family and community dynamics.
* Initiates, identifies and capitalizes on collaborative (including funding) opportunities.
* Ability to set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities.
* Always observes safety and security procedures.
* Passionate about nonprofit work.
* Creative and empathetic when addressing challenging situations.
* Treats others with respect and consideration regardless of their status or position.

**QUALIFICATIONS**

* Proven success in managing and meeting goals for non-profit organization(s).
* Demonstrated success in enhancing existing revenue streams and developing new revenue sources. Major Gifts and Planned Giving experience is a plus.
* Proven success cultivating and maintaining exceptional relationships with key stakeholders, including Board, parents, community and civic leaders, donors and funders.
* Proven experience developing successful relationships with Board members and other volunteers in a non-profit organization.
* Excellent written and verbal communication skills.
* Five (5) or more years of non-profit experience.
* Demonstrated success in fundraising and marketing initiatives in the not-for-profit arena.
* Two (2) or more years of executive/leadership experience.
* Bachelor’s Degree preferred but comparable work experience in the areas of Marketing, Communications or Business.
* Experience working with MS Office Suite including Word, Excel, Outlook, and PowerPoint.

**PREFERRED QUALIFICATIONS**

* Familiarity with local Polk County business and community leaders, area funders and philanthropic individuals/organizations and elected officials (city, county, state and federal).
* History of working for children’s causes or with special needs children.
* Working knowledge and understanding of local and national special education issues, systems and service providers.
* At least 5 years of senior management experience.
* Familiarity with public schools, public Charter schools, early childhood learning and pre-kindergarten programs
* 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
* Some experience with donor database systems like Giftworks or related software.
* Past success working with a Board of Directors with the ability to cultivate existing board member relationships
* Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
* Action-oriented, entrepreneurial, adaptable and innovative approach to business planning.
* Ability to work effectively in collaboration with diverse groups of people.
* Passion, idealism, integrity, positive attitude, mission-driven and self-directed.
* Well-versed in Social Media tools such as Facebook, Twitter, Instagram and LinkedIn.