

Chandler School Booster, Inc.

Executive Director Position Description

The Executive Director will be the key management leader of Chandler School Boosters, Inc. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Salary: \$20,000 per year

GENERAL RESPONSIBILITIES:

1) **Board Governance:** Works with board to fulfill the organization mission.

- Responsible for leading Chandler School Boosters, Inc. (CSB) 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 and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of CSB to include submission to the Board of a proposed annual budget.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support CSB's mission.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of programs and events for the members of CSB that help fulfill the mission of the organization.
- Responsible for strategic planning to ensure that CSB can successfully fulfill its Mission into the future.
- Responsible for the enhancement of CSB's image by being active and visible in the community of members and Chandler Unified School District administrators.
- Tasked to working with other professional, civic and private organizations as the representative of CSB.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of CSB operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior PTO/Booster management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CSB's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members, membership board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

ACTUAL JOB RESPONSIBILITIES:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as CSB's primary spokesperson to the organization's constituents, the media and the general public.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the CSB.
- Supervise, collaborate with staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.