

SCHOOL DISTRICT OF MARION COUNTY

JOB CLASSIFICATION DESCRIPTION

LEVEL/POSITION: FOUNDATION OFFICER 2.05

AREA(S): SUPERINTENDENT

POSITION SUMMARY:

This position is to provide professional direction and assistance to the Public Education Foundation Board of the Marion County Public School System in organizing and developing a dynamic and effective network of volunteers in order to raise funds and involve human resources to enhance education. This position is under the supervision and direction of the Superintendent of Schools.

ESSENTIAL FUNCTIONS:

NOTE: These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties **does not exclude** them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as chief executive officer of the Foundation and coordinates all Foundation planning, development and policy matters with the Board of Directors.
- Responsible for making solicitations for private support including special projects and annual funds.
- Interface with the Foundation Board of Directors and all School Board personnel.
- Manage fiscal responsibilities of corporate and private foundation grants awarded to the district using Foundation 501 (c) (3).
- Track and report to IRS all required community information on behalf of the Foundation.
- Work directly with the business community to maintain and increase student and teacher quality and activity.
- Write and coordinate Foundation news releases.
- Perform related duties as assigned.

SKILLS & ABILITIES:

Some positions typically require certain knowledge, skills, aptitude, training, and previous experience. Example:

- Accuracy – Ability to perform work accurately and thoroughly.
- Communication - Ability to communicate effectively with others orally and in writing.
- Problem Solving – Ability to find a solution for or to deal proactively with work-related problems.
- Technical Aptitude – Ability to comprehend complex technical topics and specialized information.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.

PHYSICAL REQUIREMENTS:

L-Light Work – Required to push, pull or lift up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

PHYSICAL ACTIVITIES:

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| Sitting | Resting with the body supported by the buttocks or thighs. |
| Standing | Assuming an upright position on the feet particularly for sustained periods of time. |
| Bending | Lowering the body forward from the waist. |
| Reaching | Extending hand(s) and arm(s) in any direction. |
| Hearing Acuity | The ability to perceive speech and other environmental sounds at normal volume levels. |
| Visual Acuity | The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc. |

WORKING CONDITIONS:

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| Indoors/Outdoors | The worker is subject to both environmental conditions. Activities occur inside and outside. |
| Heat | The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour. |
| Noise | The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level. |

POSITION QUALIFICATIONS:

Education --Bachelor’s Degree from an accredited college or university in Education, Business or a related field.

Experience - Four (4) years of verifiable experience in related areas of fund-raising, nonprofit organizations or business, or an equivalent combination of education and experience that is deemed equal or superior to the foregoing requirements.

Computer Skills - Basic understanding and knowledge of use of current technology, as required for the position.

SALARY SCHEDULE: District Specialized Personnel - 70

BOARD APPROVED: 09/22/92

REVISED: 09/09/03, 06/28/16