



Executive Director ~ Job Description

Apply to horizons@strichardsschool.org with your resume and cover letter by **Friday, October 23rd**.

General Description

The Executive Director of Horizons at St. Richard's Episcopal School (SRES) is the chief operating officer and reports directly to the Board of Directors, specifically to the Board President. Duties and responsibilities include Fundraising, Program Management and Staff Management, Board Support, Community Relations, and Budget Oversight.

Qualifications/Skills

- Bachelors' degree in related field (examples include: non-profit Management, Business Administration, or Education)
- Fundraising experience
- Grant Writing and Grant Research experience, with proven results
- Program Supervision and Management experience
- Budget Management, Staff Management and Team-Building skills
- Ability to effectively multi-task

Major Responsibilities

- Fundraising
 - Develops yearly fundraising strategy and timeline
 - Responsible for proposals and grant writing and submission to appropriate sources
 - Identifies and approaches funding individuals and corporations with Board Members and advocates of the organization
 - Maintains tracking information of fundraising and projected incoming funds
 - Oversees recording and acknowledgment of all gifts in a timely manor and sends all necessary tax information to donors
 - Prepares and submits monthly reports and updates on fund raising results
 - Researches and identifies new sources of funding from all possible areas
- Program Management
 - Assumes ultimate responsibility for overseeing the development and implementation of the Summer Program and the Saturday Program
 - Interviews, hires, trains, supervises and evaluates staff and teachers
 - Maintains a climate that attracts, keeps and motivates a diverse staff of top quality people
 - Oversees the process for recruiting, scheduling and training volunteers
 - Oversees the process for recruiting, selecting and enrolling students

- Oversees contracting with daily food service and bus transportation
- Oversees contracting with area swimming pools
- Meets with and Communicates with host school personnel on a regular schedule
- Ensures compliance with all state licensing requirements
- Completes all required state reports and all reports due to Horizons National
- Development and oversee the year round student tutoring program
- Coordinates with teachers special/seasonal event for the students
- Board Support
 - Attends all monthly meetings of the Board of Directors, in ex-officio capacity
 - Serves in ex-officio (non-voting) capacity on committees and responsible for full understanding of committee functions
 - Schedules and supports all Board committees
 - Arranges clerical assistance for all Board committees
 - Works with the Board of Directors in developing/expanding new programs
 - Serves as liaison between staff and Board of Directors
 - Supports Board of Directors fundraising events
 - Informs Board President regarding all significant Horizons activities
 - Works with and updates the Long Range Plan
 - Submits appropriate reports at monthly Board meetings
- Public/Community Relations
 - Promotes community awareness of Horizons at SRES by serving as spokesperson
 - Coordinates media relations with PR director at host school
 - Coordinates visitor days during the Summer Program
 - Works with host school PR Director and Board representative in preparation of brochures, reports newsletters and other marketing materials to showcase the program
 - Develops a parent council for student parents
 - Establishes sound working relationships and cooperative arrangements with community groups and organizations that can support Horizons program and participants
- Budget
 - Works with Horizons Treasurer and members of the Budget/Finance Committee to develop annual budget and to manage monthly expenses
 - Manages resources within the budget and oversees that Horizons operates within budget guidelines