



Frameworks of Tampa Bay, Inc.

402 East Oak Avenue
Tampa, FL 33602

JOB TITLE:	Executive Director	FLSA:	Exempt
DEPARTMENT:	Frameworks	UPDATED:	08/17/18
WORK LOCATION:	Frameworks	STATUS:	Full-time
SUPERVISOR:	Board of Directors		
SUPERVISES:	Education Director, Development & Marketing Director, Business Director, SEL Director		

The Executive Director is the chief executive officer of Frameworks. S/he is knowledgeable in all aspects of the organization and adheres to the mission and purpose as stated in the Bylaws of Frameworks. The Executive Director reports to the Board of Trustees, with direct supervision by the Board President.

Essential Functions

The Executive Director will oversee all financial operations of the organization by:

1. Developing and operating within an annual budget in partnership with the Administration and Finance Committee of the Board of Trustees.
2. Providing direction for maintenance of financial records of the company's accountant and the Treasurer of the Board of Trustees.
3. Developing and preparing, in partnership with the organization's accountant, all financial reports requested by the Board of Trustees.
4. Working with the Executive Committee (and legal counsel if necessary) to approve and sign all contracts on behalf of the organization.

The Executive Director will set and achieve development and fundraising goals by:

1. Working with staff and specific committees to set goals for obtaining income and in-kind donations from foundations, sponsors, individual patrons, and businesses.
2. Developing prospective grant sources, the preparation of grant applications, and the reporting requirements of grantors.
3. Developing sponsor benefit packages, recruitment strategies and cultivation of such sponsors.
4. Overseeing the development and implementation of programs to increase income from individual donors.
5. Leading staff, Trustees, and other volunteers to organize and implement appropriate fundraising events in the community.
6. Communicate with stakeholders to keep them informed.
7. Establish good working relationships and collaborative arrangements with community groups, funders, civic leaders, and others to help achieve organizational goals
8. Leading Trustees and staff through a strategic planning process and create corresponding annual business plans and budgets.

The Executive Director will provide administrative leadership to all aspects of the organization by:

1. Overseeing the development and implementation of the human resources policies, procedures and practices.
2. Hiring and retaining competent, qualified staff, including the provision of orientation, training, performance management, and evaluation processes.
3. Providing reports as required by the Board of Trustees.
4. Coordinating the organization of materials and meetings for the Board of Trustees in consultation with the Board President.
5. Facilitating communication among all employees.
6. Conducting regularly scheduled group and individual staff meetings.

The Executive Director will oversee all program operations of the organization by:

1. Understanding, exemplifying, and advocating for the mission of the organization.
2. Maintaining a working knowledge of the organization's programs and program sites, including regular visits.
3. Building and maintaining relationships with key partners, including current and potential funders, and school district leadership.
4. Staying informed regarding the planning, implementation, and evaluation of programs and services, ensuring that they contribute to the mission and reflect the Board's priorities.
5. Ensuring that the organization meets expectations of its clients, Board and fundraisers.

Qualifications:

- A bachelor's degree required, master's degree preferred
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience or commensurate leadership experience; experience in a K-12 setting and/or social and emotional learning experience a plus
- 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 Frameworks' strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate 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

For full details, see <http://myframeworks.org/frameworks-careers/>.