



Job Description Form

Position Title:	Executive Director	Location:	Florida
Manager:	Randy Shillingburg	Salary Range:	
Department:	Site Management	Grade Level:	
Exempt/Non-Exempt: (For HAT Use)		Date:	4/13/09

Summary of Duties & Responsibilities: Please provide a brief paragraph on what this position was created to accomplish. This should include a summary of the position’s major duties.

With offices in Miami, the Executive Director will lead College Summit’s growth in the South Florida area and will be responsible for embedding a strong college-going culture and increasing college enrollment results within the community. The Executive Director will assume the responsibility for overall regional success, including programmatic results, staff management, fundraising, partner cultivation and public relations, and will focus on developing robust relationships with diverse partners across the region, including school districts, potential funders, community organizations and individual school administrators. As the external ambassador for College Summit’s regional site and the internal infrastructure builder, the Executive Director will continue to expand College Summit’s impact and sustaining a successful, efficient organization with strong roots in diverse communities.

Primary Duties & Responsibilities: Please list in order of importance the essential and non-essential functions of the job, the approximate percentage of time spent on each of the activities, and categorize them as either (P) = Primary Function or (S) = Secondary Function. Describe what must be accomplished, not how it must be done; include supervision or management responsibilities, quality and quantity standards, physical, mental and perceptual functions of the job.

	% Time	(P) or (S)	Description of Job Function
1.	10%	P	Ensure the programmatic and financial success of College Summit in the South Florida area.
2.	15%	P	Establish and maintain fee-for-service relationships with superintendents and school district personnel.
3.	20%	P	Provide collaborative leadership to a small team (typically 5-7 people) of dedicated, committed employees.

4.	15%	P	Establish and strengthen partnerships with senior-level community partners, including business leaders, local community organizations, and government officials.
5.	10%	P	With the support of the national office, establish and maintain local infrastructure to meet regional goals.
6.	10%	P	Inform and advance public policy initiatives for the region.
7.	5%	P	Provide weekly feedback and monthly reports to College Summit's national office so regions can be supported effectively.
8.	5%	P	Regularly inform the National office about issues and challenges facing regional teams.
9.	5%	P	Be an active participant in completing day-to-day administrative tasks and other activities typical of a small nonprofit organization.
10.	5%	P	Maintain and enhance the image, brand, and ideals of College Summit.

Qualifications: Please list in order of importance the minimum qualifications needed to successfully perform the duties & responsibilities listed above and categorize the qualification as either (R) = Required or (D) = Desired. Include such qualifications as education, experience, special skills (such as software), training, and licenses or certifications. These qualifications should *not* be tied to the person currently in the role – keep in mind what skills and experience you’d need to look for if the incumbent left College Summit.

	(R) or (D)	Description of Qualification
1.	R	At least 10 years of professional experience in education, non-profit, or the private sector, with proven visionary leadership and strong strategic planning capability
2.	R	Proven experience in building and leading a highly collaborative and motivated team
3.	R	Proven experience working in diverse communities
4.	D	Demonstrated success working with the top leadership of local educational initiatives and school systems
5.	R	Experience building a successful fundraising operation that increases the recurrence and predictability of contributions
6.	D	Significant experience with managing via measurement and goal-setting
7.	R	Knowledge of the Miami community and existing relationships with education-focused entities
8.	D	Experience producing results in a rapidly growing, deadline-driven, fast-paced, dynamic environment
9.	R	Entrepreneurial self-starter, positive thinker and problem solver who enjoys finding creative solutions to complex challenges
10.	R	Bachelor’s degree required; advanced degree preferred

Physical requirements and working conditions: Please briefly describe the physical requirements for this position and working conditions (e.g., does it require sitting at a desk 90% of the day, lifting things, moving furniture?). If travel is required for this position, please list the approximate percentage of travel (up to 25%, 50%, 75%, or 100%) and the range of travel (local, state-wide, regional, or national).

This position requires sitting at a desk and working in an office setting 30% of the time, with travel locally (55%) and nationally (15%). This position also requires the ability to lift materials (folders, brochures, etc.) while representing the organization.

Software/Equipment Used: Please briefly list and describe any specific software or equipment used for this position.

This position requires the use of various software products, including PowerPoint, Outlook, Word and Excel.

Training Required: Please list and describe what job-specific training is needed – technical and non-technical – for someone to perform the job effectively, referring to the duties above for reference. You need not list general things such as use of Outlook; think of things such as talking effectively about College Summit in front of large groups or small ones, or Salesforce or other system training that is specific to that type of job.

This position will require training on how to talk effectively and persuasively about College Summit to large and small groups. In addition, this position will require training on the use of Salesforce, the CRM program utilized by College Summit.

Decision Making: Give several examples of the types of decisions or recommendations made in performing the responsibilities of this job. Does this position make decisions that impact the organization financially? Can they act on their own to move a project or process ahead, or should they get approval from their supervisor before doing so?

This position will have the responsibility of managing his or her budget within the framework established by the organization.

Discretion & Judgment: Does the position exercise discretion and judgment as a regular part of their work? Over what kinds of tasks? What impact can this position have on matters of significance to College Summit as a whole? Can the position create or interpret company policies? Can they hire consultants or staff, or sign a contract for College Summit?

This position will be College Summit's representative in South Florida and will have to utilize his or her discretion and judgment every day in making budget and programmatic decisions within the framework established by the organization.

Management: If applicable, list the position titles and number of employees directly supervised and indirectly supervised (including interns). What percentage of the job is managing other staff members? Does this position have genuine input into personnel matters (hiring, firing, promotions, etc.)?

This position will supervise the Program and Development Directors, and will provide overall leadership and direction to a team of 5-7 people. Both director-level positions will report to the Executive Director and will have genuine input into personnel matters, including hiring, firing and promotions. Approximately 20% of the position's time will be spent managing other employees, while the remaining 80% will be utilized working independently or as part of a team effort to achieve positive results in programmatic implementation and philanthropic efforts.

Job Dimensions: List specific examples of responsibility that this job has for company assets, such as revenues, capital expenditures, budget responsibility, financial responsibility, etc.

This position is responsible for managing the South Florida office within the framework established by the organization, ensuring that revenues (philanthropy and fees for service) annually exceed expenses.

To Apply:

Please email a compelling cover letter and resume to Human Assets Department at jobs@collegesummit.org. *College Summit is an equal opportunity employer.*