



Pinellas Education Foundation

Job Title: Director of Take Stock in Children

Department: Programs

Reports To: VP of Educational Impact

Salary Status: Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 35 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: The Director of TSIC is responsible for overseeing the Take Stock in Children program and manages all supporting staff that works on this program. This position will act as an ambassador for the Foundation. The Director of Take Stock in Children serves on the management team of the Foundation and manages directly a staff of five to six people.

Responsibilities:

Leadership & Management:

- Advance the mission, vision, and goals of the Foundation in concert with the CEO and VP of Educational Impact.
- Serve as an exemplary public school and Foundation advocate with business and corporate partners; build relationships that closely link the community to the Foundation.
- Perform as a member of the Foundation's Management Team and provide thoughtful, supportive, strategic and innovative leadership with other colleagues.
- Hire, train, inspire, supervise, coach and guide direct reports and the entire TSIC team, including volunteers, toward accountable, goal-oriented outcomes.
- Maintain and develop policies and procedures for effective, ethical operations.

Programmatic:

- Plan the delivery of the overall program and its activities in accordance with the mission and goals of the Pinellas Education Foundation and TSIC.
- Contribute to development of program goals and measurement criteria.
- Gather information necessary to perform preliminary diagnosis and identify gaps in the operating model. Develop and implement a detailed plan for program improvement.
- Integrate program operations with school system and other Foundation initiatives and form partnerships with other organizations to expand and enhance services for scholars.
- Implement and monitor a system to track key performance indicators, including student data and mentor participation.
- Contribute to knowledge-sharing efforts through participation in seminars, conference calls, surveys, etc.

- Ensure that all volunteer mentors follow appropriate on-boarding policies including but not limited to, mentor training, forms, applications, and annual background screening.
- Work to ensure that every student is matched with a mentor within 30 days of contract-signing.
- Coordinate mentor/student and mentor appreciation activities.
- Coordinate all student recruitment and application efforts.
- Monitor the collection of required student, mentor and program documentation, ensure all documentation is appropriately entered into database and filed, including the maintenance of student and sponsor information in Raiser's Edge.
- Ensure all state requirements are followed. Responsible for the submission of any required reports, surveys, and documentation in a timely way.
- Coordinate the TSIC Committee.
- In partnership with the VP of Advancement, assist with donor relations, which may include the following: supplying program information, planning events, creating and distributing marketing materials, communicating with donors, and providing donor reports as requested.
- Ensure that data is accurately maintained and monitored in the TSIC state database.
- Coordinate and communicate consistently with Florida Prepaid – oversee the activation of scholarships, monitor scholarship usage, assist students with Florida Prepaid billing issues, etc. and assist with the Florida Prepaid audit.
- Work with Controller to assign scholarships and ensure accurate recording of Florida Prepaid contracts.
- In consultation with the VP of Educational Impact, recruit, interview and select well qualified program staff. Ensure all staff members receive orientation and appropriate training.
- Supervise program staff by providing direction, input and feedback.
- Develop an annual budget and operating plan to support programming.
- Other duties as assigned.

Educational/Experience: Bachelor's degree preferred or associate's degree with 5 year's experience in extensive data base environment.

Skills: Strong organizational skills. Good presentation and public speaking skills and pleasant manner working with people. Excellent writing ability. Proficient in Word, Windows and Raisers Edge. Excellent communications and public relations skills

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.

Interested applicants may email (lisa.fastings@pinellaseducation.org) cover letter, resume and salary expectations. Please include the words, "TSIC Program Director" in the subject line. No phone calls will be accepted.