



1001 Boone Ave North | Minneapolis, MN 55427

Executive Director

Last updated October 20, 2022

Reports to	Board of Trustees
Supervises	All faculty and staff, both teaching and non-teaching
Employment Status	Full time

Job Summary

The Executive Director is responsible for leading and managing the organization under the oversight of the Board of Trustees. This position ensures the commitment to Franklin Center's mission and founding principles. The position is responsible for developing the long-term strategy and managing day-to-day operations, developing organizational structure, financial management, fund development, strategic planning, program implementation and growth.

Essential Job Functions

Board of Trustees

- Advise, inform and provide data to the Board of Trustees regarding the needs and operations of the organization as appropriate to ensure the Board can meet its fiduciary responsibilities.
- Serve as the primary communicator between the board and the other staff and faculty.
- Implement the policies, procedures and guidelines approved by the Board of Trustees.
- In coordination with the Board Chair, ensure the timely preparation and distribution of regular board meeting agendas, materials and financial statements.
- Advise and participate with the Board of Trustees in the preparation of short and long-term strategic plans.
- Attend Board meetings and other meetings as required.

Fundraising

- Oversee and participate in Advancement staff in implementing annual goals.
- Assist in Advancement efforts by serving as the organization's spokesperson and cultivating relationships with donors.

- Assist Board of Trustees, Development Committee Chair, Advancement staff and other volunteers with fund development activities as needed.
- Monitor and update the Board regarding the progress in meeting annual goals for fund development.

Fiscal Management

- Advise the Board on matters regarding the organization's financial status including information regarding enrollment, income, expenses, accounts receivable and cash flow projections.
- In conjunction with the Board Treasurer and/or Finance Committee, prepare a complete annual budget for submission to the Board of Trustees.
- Oversee the budget and all financial issues and ensure that the organization operates efficiently and in-line with financial needs of the organization.
- Oversee financial planning and analysis to develop long-term financial projections and anticipate capital needs of the organization.

Communications/Outreach

- Ensure extensive and positive organizational visibility in the community through frequent media exposure and active staff, board, and volunteer presence in order to develop and maintain a broad understanding of support for the organization's services, mission and philosophy.
- Monitor and ensure completion of annual goals for marketing, outreach and overall communications efforts.
- Serve as one of the organization's primary spokesperson.
- Establish and maintain productive relationships with parents, students, clients, key community partners, businesses and other professionals.
- Determine feasible enrollment objectives and execute strategies to achieve them.

Organization and Personnel

- Establish productive working conditions, discipline, training and development for all professional staff.
- Make staff hiring, dismissal and compensation decisions and ensure performance appraisals are conducted annually for all staff.
- Provide feedback to staff regarding their interactions with parents, volunteers, community and staff members, and other stakeholders.
- Maintain strong staff relations through collaborative leadership, delegating responsibilities when appropriate.
- Communicate effectively and in a timely manner to staff and parent community any necessary information.
- Assist the Board of Trustees in determining appropriate compensation ranges for all staff.
- Perform any and all other duties related to the day-to-day operation of the organization.

Professionalism

- Develop and maintain productive, respectful, positive working relationships with Franklin Center students, families, staff and volunteers.
- Perform duties professionally and in accordance with the Franklin Center Employee Handbook.
- Show sensitivity to individual diversity and needs of clients and families.
- Carry out responsibilities in a manner consistent with the requirements of law, rules, regulations and school policies and procedures.
- Uses effective problem-solving and conflict management techniques.
- Maintain data privacy and confidentiality.
- Uses proper channels in communication with parents.
- Offers suggestions for the improvement of the programs and services.
- Maintain a professional attitude and loyalty to the organization.

Minimum Requirements, Credentials, and Experience

- Advanced degree in business, finance, accounting or related field is preferred
- Minimum five years experience in education, corporate or nonprofit management.
- Pass a criminal background check.
- Strong public relations and fundraising experience.
- Financial and project management experience.
- Knowledge of leadership and management principles
- Entrepreneurial mindset, with an innovative approach to business planning and strategy.
- Dynamic and charismatic team player who enjoys being the public face of an organization

Working Conditions, Work Environment

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.
2. Occasional exposure to unruly students and adults.
3. Occasional operation of a vehicle in inclement weather.

Disclaimer

The above job description is intended to describe the general nature and level of work being performed by this position. The summary is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.