



JOB DESCRIPTION

Job Title: President and CEO

Department: Executive Team

Reports to: Board of Directors

Effective Date:

FLSA Classification: Exempt

Compensation Tier: 1

Salary Range: \$170,000 - \$200,000 annually

Remote eligible: No

*Exceptions to the salary range may be made for employees with special skills and talents.

Job Summary:

The Education Foundation of Collier County – Champions For Learning seeks a visionary nonprofit business leader skilled in driving organizational success and empowering high performing staff. Reporting to the Board of Directors, the President and CEO is responsible for the overall management for a growing impactful education foundation with a \$3.6 million annual budget, and 17 employees.

Combining inspirational leadership management abilities, s/he will advance the organization in terms of culture, capacity, processes and impact. While working closely with the executive team, the President and CEO will inspire innovation and ensure that Champions For Learning is continually well equipped to advance its mission to be a catalyst for educational success by investing in Collier's students and educators.

Position Responsibilities:

Executive and Organizational Leadership

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the mission
- Identify potential risks associated with organizational change and develop proactive risk mitigation strategies
- Oversee the day-to-day operations of Champions For Learning and ensure its overall successful long-term operations
- Ensure the delivery of high-quality programs and services while managing for current and future growth
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising to effectively fulfill mission
- Foster a culture that encourages collaboration between departments and recognizes positive contributions
- Attract and retain a high-performance team
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management and compensation and benefits



JOB DESCRIPTION

- Implement and maintain an effective reporting structure for staff to maximize productivity and decision making
- Collaborate with the board and stakeholders to develop the organization's key priorities and long-term goals for strategic planning
- Develop innovative, achievable initiatives, with metrics, timelines and funding to support the priorities and goals
- Report regularly to the Board on outcomes and challenges.

Development and Fundraising

- Drive development and fundraising in collaboration with the Chief Development Officer, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation and corporate stakeholders
- Ensure Champions For Learning's financial stability and sustainability by maintaining healthy cash flow, adequate reserves and endowment
- Work with executive leadership team to execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout the organization and enhance revenue

Financial Management and Administration

- Provide strategic leadership in collaboration with the Chief Financial Officer (CFO) for all the administrative and operational functions of Champions For Learning in accordance with our mission, objectives and policies
- Assume responsibility for the fiscal integrity of Champions For Learning by ensuring the organization maintains strong financial practices and complies with all regulatory and ethical standards
- Monitor financial reports and organizational performance against the Board approved budget
- Work closely with the CFO in preparing budgets and regular financial updates for the Board

External Relations and Communications

- Represent Champions For Learning and serve as chief spokesperson
- Ensure high visibility in the community and build interest in engaged philanthropy and volunteerism
- Build trusted relationships by partnering with local, and regional organizations to better serve students and educators
- Ensure Champions For Learning maintains high visibility in the community, especially educational settings and schools
- Manage all aspects of Champions For Learning's marketing and public relations
- Communicate organizational changes to internal and external stakeholders, ensuring transparency and buy-in at all levels



JOB DESCRIPTION

- Recruit and retain a strong volunteer base that is engaged and appreciated.

Board Relations

- Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members
- Communicate effectively with the Board by providing members with all the necessary information to make informed decisions in a timely and accurate manner
- Attend all Board meetings and provide reports and updates on staff, current work, project timelines, and organizational progress
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues as well as successes

Required Skills/Abilities:

- Experience and success in recruiting, motivating, developing, retaining and mentoring high performance, mission-driven, and results-oriented teams
- Highly organized, detail-oriented, and have the ability to work independently, competently and efficiently in a multi-task environment
- Excellent written, oral and public speaking skills; a persuasive and passionate communicator with strong interpersonal skills
- Demonstrated leadership skills with the ability to set clear priorities, delegate and guide investment in people and systems
- Excellent coalition building skills with the ability to communicate and work effectively with a variety of stakeholders

Education and Experience:

- Experience as a CEO, Executive Director, or in a related position at a nonprofit, foundation, educational setting or industry
- Bachelor's degree, MBA or related advanced degree preferred
- Understanding of Collier County's population demographic and philanthropic landscape
- Experience creating a positive work environment and culture
- Education experience a plus
- Collective Impact model experience is a plus



JOB DESCRIPTION

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be flexible and able to work evenings/weekends as required by the position
- Must be able to lift up to 25 pounds at times.

Revised 5/20/2025 0500 MR

DRAFT