



## PRESIDENT & CEO SEARCH

### ABOUT HILLSBOROUGH EDUCATION FOUNDATION

As an independent 501(c)(3), the Hillsborough Education Foundation (HEF), in collaboration with the Hillsborough County Public Schools (HCPS), concerned individuals and community partners, provides programs and educational enhancement services that have shown to improve the chances of student academic success and well-being. HEF is invested in the success of over 200,000 students in Hillsborough County Public Schools by providing educational resources and financial assistance to help give every student, regardless of background, family structure or economic status, the opportunity to achieve personal success.

Since 1988, HEF has invested more than \$80 million in public education. HEF raises more than \$8 million annually and currently fulfills its mission through five (5) core initiatives: Career & Technical Education, Excellence in Education, Scholarships, School Enrichment, and Teaching Tools Resource Center. We seek a President & CEO who can lead the Board of Directors through the process of refining these core initiatives to align with our strategic plan and the goals of HCPS to better serve its students. HEF recognizes the importance of its partnership with HCPS and attempts to coordinate its efforts in such a way that will produce the greatest impact for students.

HEF works in partnership with the community to bring critical resources that are not funded by normal tax revenues to help students succeed in their academic and personal achievements through scholarships, mentoring and dropout prevention programs, free school supplies for children from needy families, grants to provide more engaging teaching options in the classroom and recognition for education professionals.

Everything we do is connecting kids to greatness through public education for the benefit of our students, community, and the next generation of leaders in Hillsborough County and beyond.

Additional information can be found at: [www.educationfoundation.com](http://www.educationfoundation.com)

### PRESIDENT & CEO QUALIFICATIONS SUMMARY

HEF is seeking a strategic, transformative & innovative leader with the skills, passion, and commitment to contribute to transformative change in support of the HEF's mission: **To strengthen public education in Hillsborough County through advocacy, investment of resources and programs that empower every student to achieve both academic and personal success.**



The ideal candidate will have a deep commitment and passion for student academic success, a collaborative orientation to successfully partner with stakeholders, excellent conceptual abilities, superior leadership skills, solid financial expertise, and thrive in diverse and innovative environments.

The President & CEO is the leader and public face of HEF. With the guidance of the Board of Directors, and working with a senior management team, the President & CEO has chief executive authority and accountability for HEF's operations, and for integrating them all in support of the organization's mission. The President & CEO, along with the Board and staff, develops and maintains strong working relationships with HCPS and other organizations in our community that support its goals.

## **LEADERSHIP & ADMINISTRATION RESPONSIBILITIES**

- Leads transformational change to sustain and grow HEF in support of its mission and new direction.
- Ensures ongoing excellence in the quality of programs and data-driven program evaluation along with the evaluation of new program opportunities.
- Oversees the financial management of the organization, including long and short range financial planning to assure sustainability; increase revenue from public and private sources; ensure implementation of comprehensive financial controls and present an annual budget to the Board; provide regular budget statements and forecast analysis.
- Sets overall direction for grants management and procedures for effectively meeting program goals and objectives.
- Develops a skilled, knowledgeable, and diverse workforce capable of attaining short- and long-term strategies.
- Supports and motivates staff, facilitates cross-department collaboration, and strengthens internal communications with staff throughout the organization.
- Creates and promotes an environment that supports consistency throughout the organization's operations.
- Ensures appropriate employee recognition and performance systems are in place.

## **STRATEGIC VISION & LEADERSHIP RESPONSIBILITIES**

- A collaborative and visionary leader that embraces passion for the cause, focus on the future, courage to act for the long term, agility and risk-taking, a focus on results, and creates value through innovation.



- Represents HEF to the public, advocates for its mission and vision and develops alliances and partnerships with businesses and others in our diverse community.
- Develops, coordinates, and facilitates the implementation of the comprehensive strategic plan and the enhancement and establishment of existing and new program initiatives.
- Develops and implements an action plan related to the goals of the HEF strategic plan to be presented and approved by the Board annually in conjunction with the annual budget process.
- Cultivates a strong and transparent relationship with the Board of Directors and HCPS to meet the obligations and effective governance of the organization.
- Serves as a responsible steward of funds as it relates to the organization's mission, administration, and sustainability.
- Builds and sustains effective interpersonal relationships with diverse cultural and economic communities.
- Convenes strategic collaborators to design and facilitate improvements to maximize efficiency.
- Serves as liaison with partners at the local, state, and national level.

## **RELATIONSHIP BUILDING & COMMUNICATION RESPONSIBILITIES**

- Enhances and enriches collaboration and communication with HCPS in support of a shared vision and aligned direction.
- Partners with other not-for-profit organizations and community partners that have programs which can enhance, be coordinated with, or be managed by HEF.
- Coordinates meetings of the Board of Directors and its committee and keeps them informed of important operational and financial matters potentially impacting the organization.
- Possesses strong problem-solving skills, demonstrates open-mindedness, and takes a flexible approach to decision making.
- Identifies, develops, and evaluates a communication plan based on the strategic vision of the organization.
- Effectively utilizes and translates data and program outcomes into continuous process and program improvement and creates communications that promote results-based accountability.

Represents the HEF by participating on various community boards, councils and forums and attending meetings and events that relate to education in Hillsborough County, with advice from or as assigned by the HEF Board.



## **DEVELOPMENT & FUNDRAISING RESPONSIBILITIES**

- Sets the overall goals for growing HEF’s revenue through development and fundraising strategies and ensures that tactics in place to meet them are effective and efficient.
- Supervises and evaluates the senior development staff and approves the organization and goals of the development team.
- Personally, establishes, and maintain relationships with major donors and potential donors, both individuals and corporations.
- Serves as the liaison between HCPS and the foundation’s donors.
- Takes an active role in member organizations such as the Public Education Network and the Consortium of Florida Education Foundations.

## **REQUIRED QUALIFICATIONS**

The ideal candidate will be a proven leader with exceptional communication, interpersonal and relationship-building skills. Candidates should be politically astute with an open management style that is collaborative, team oriented and inspires growth and employee development.

- At least 3-5 years of executive level experience of a non-profit organization or an educational institution and, ideally, experience leading an organization related to education, mentorship, and/or youth and families.
- Demonstrated experience as a transformative, visionary, and innovative leader.
- Proven experience as a consensus builder, skilled in collaboration and negotiation.
- Able to articulate and sell the story of HEF as its ambassador.
- Experience with public relations, marketing, and fundraising/ development as a key leader of an organization.
- A bachelor’s degree preferably in Business, Education, Public Administration, or related discipline.

## **DESIRED QUALIFICATIONS**

- Knowledge of and experience in the education sector with an understanding of the education system in Florida, Hillsborough County, and the grant and funding education landscape.
- Understands the challenges faced by at-risk students in public schools, the primary beneficiaries of the Foundation’s programs.
- Experience in evaluating and transforming a programmatic approach to improving student success.
- Master's degree (in education, business, finance, public administration, organizational management, social services, educational administration, or a related field).



- Experience working with and providing support for local and regional boards, committees, and/or Education Foundations.
- Proven communication skills, both written and verbal.
- Knowledge of and experience working with public education and in partnership with public school district administration. Knowledge of the Florida public education system is a plus.

## **SALARY & BENEFITS**

- The starting salary range is \$160,000 - 190,000 that will commensurate with experience and the potential of annual merit bonus tied to metrics of HEF's strategic plan.
- HEF provides the following as part of the total compensation package: medical, and life insurance, and 403(b) retirement plan with a company match.
- HEF provides paid holidays and PTO days that accrue based on years of service.

## **HOW TO APPLY**

Hillsborough Education Foundation has retained **Catalyst Consulting Services** to conduct this search on their behalf. To be considered for this opportunity, please send a cover letter of interest, and resume to:

**Michelle Turman, MA, CFRE**

**President & CEO**

[mturman@catalystcs.org](mailto:mturman@catalystcs.org)

813.839.2282 direct

[www.catalystcs.org](http://www.catalystcs.org)

