



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Director I, MPS Foundation</i>	Last Revised/Approved: <i>May 2018</i>
Job Code:	Reports To: <i>Superintendent & MPSF Board of Directors</i>
Office: <i>Office of Superintendent</i>	Department: <i>MPS Foundation</i>

Compensation Information	
Pay Grade:	Pay Range: \$
FLSA Status: <i>Exempt</i>	Term of Employment: <i>FT</i>

Position Summary/Purpose:

In partnership with the Milwaukee Public Schools Foundation (MPSF) Board of Directors and the Milwaukee Public Schools Superintendent, the Executive Director will implement the strategic goals and objectives of the MPSF, in order to help the organization achieve its short and long term goals.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Promotes an organizational culture that fosters passion for the mission; cooperation; open and frequent communication; teamwork; and a common organizational vision.
- Develops and/or enhances the annual and long-term strategic fundraising plan in a manner that leverages MPSF's considerable strengths and presence in the Milwaukee area while seeking opportunities to expand

support for the organization; cultivates, nurtures and grows MPSF's network of committed donors and partners.

- Collaborates with and supports the Board of Directors in the development of an effective and motivated board, including identification, recruitment, training and involvement of members in meeting the goals of the organization; Guides the Board of Directors in developing policies, procedures, budgets and programs that fulfill the mission of MPSF.
- Oversees fund development planning and implementation, including identifying resource requirements, researching funding sources and establishing strategies to identify and develop relationships with individual, corporate and/or foundation donors/funders; oversees grant writing and application process.
- Works in close collaboration with Milwaukee Public Schools District staff to achieve the goals of the Foundation. Meets with senior leadership to forge relationships with key constituents within MPS.
- Oversees the financial operations of MPSF including: creating and managing annual budgets, monitoring actual financial performance relative to budgets, monitoring cash flows and providing required reports to the Board and outside agencies.
- In collaboration with the Marketing & Communications Committee, creates, enhances and/or manages a marketing and communication plan for donors and prospects including reports from the Executive Director, brochures and other communication tools that inform prospects and inspire current donors and members.
- Oversees the development of a strategic planning process to identify needed changes in strategy and direction for the long term health of the organization.
- Acts as chief spokesperson for MPSF and ensures that the organization is consistently presented in a strong, positive manner.
- Regularly assesses the effectiveness of MPSF's programs and identifies opportunities to increase the capacity and impact of MPSF on Milwaukee Public Schools.
- Oversees staffing activities of the organization, including recruiting, selecting, training, supervising, and evaluation of both paid and volunteer staff.
- Provides leadership to MPSF staff through the establishment of goals, objectives and procedures; develops administrative and operational standards by which goals will be met.
- Ensures compliance with all not-for-profit regulations.
- Provides exceptional customer service through positive communication and fostering a welcoming environment.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- The minimum of a bachelor's degree from an accredited college or university, a master's degree or higher is preferred.
- A combination of education and experience may be considered.

Experience Requirements:

- Minimum of five (5) to seven (7) years of senior leadership/management experience.
- Public sector experience is highly desirable.

Knowledge, Skills and Abilities:

- The position requires the ability to develop, communicate and implement strategic plans and goals.
- Outstanding written and verbal communication and presentation skills are required.
- Enthusiasm for the mission of MPSF with the ability to effectively promote the organization's value to diverse constituents.
- Significant and proven leadership skills coupled with well-rounded experience in the areas of: resource and partnership development; program development; financial and administrative management; and marketing and communications.

- Proven collaborative leadership style and the ability to work well with the Board, staff, volunteers, and the public; approachable and community minded leadership. Proven ability to raise the profile of the organization.
- Demonstrated success in generating revenue through a variety of fundraising techniques, including: major gifts solicitation, annual campaigns, special events and grant proposals.
- Skill in crafting compelling appeals to private foundations, corporate supporters or individual philanthropists.
- Financial and operational acumen; direct experience with budgeting and fiscal oversight.
- Experience working with a Board of Directors or other governing body.
- Ability to develop and implement strategic, specific and attainable goals; and benchmark success based on results.
- Proven experience and ability to manage priorities and workflow and handle multiple projects and meet deadlines; proven experience and ability to manage in a multidimensional organization.
- Experience and knowledge in working with diverse groups and the ability to communicate effectively with Board members, administrators, teachers and members of the community, to include insurance companies.
- Excellent oral and written communication and presentation skills are necessary.
- Incumbent will need to communicate with diverse groups and prepare documents for the Board of School Directors.
- Must be able to handle multiple responsibilities with differing yet established deadlines.
- Leadership skills, organization and external awareness, creativity toward operations, strategic and systems thinking skills are necessary.
- High degree of computer literacy including HRIS systems and advanced PC skills with knowledge of current MS Office software is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with

Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

DRAFT