

Anchorage School Business Partnership, Inc. EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director (ED) of Anchorage School Business Partnerships (SBP) is a licensed independent contractor who reports to the board of directors, and accepts responsibility for the organization's consistent achievement of its mission, program and financial objectives.

The ED will identify, develop and maintain School Business Partnerships within the school district and Anchorage business community.

S/he will be responsible for:

General Administration

- Establishing day-to-day operating policies, practices, standards, and procedures consistent with Anchorage School Business Partnerships' mission, goals, and objectives and in conformity to policies established by Board of Directors and the Anchorage School District and applicable state and federal law.
- Ensuring that the by-laws and Articles of Incorporation for Anchorage School Business Partnerships are up-to-date and appropriately integrated with any changes that occur in community regulations, state laws, or federal laws.
- Ensuring the efficient use of professional advisors in audit and financial reporting (IRS tax, Dept. of Law and Dept. of Revenue reports, Directors & Operators insurance), legal counsel, public relations, and other consultants as may be required by law or to carry out the directives of the Board.
- Participating in strategic planning efforts.
- Maintaining equipment of the program.
- Maintaining the partnership on-line data base.
- Reviewing all minutes of all Board and committee meetings and maintaining official corporation records and historical archives of the organization.

Management

- Recruiting and supervising contract employees.
- Developing job descriptions for sub-contract employees, coordinators and board members.
- Assigning work to all sub-contract employees.
- Coordinating payment of monthly personal invoice, sub-contact employees invoice, credit card and any other invoices with treasurer.
- Assessing coordinator compliance with job description and annually sharing this information with level directors who fund these positions.
- Working with level directors to fill principal rep positions on board of directors as

needed.

- Working with middle and high school principals to fill student rep positions as needed.
- Arranging monthly meetings with board and executive committee to establish work plans, set goals and objectives and review progress.
- Arranging annual retreat for board orientation and establishing yearly goals and strategies.
- Working with all committees to organize events, e.g. Executive Exchange Event; STAR nomination review, etc.
- Working with Finance committee on funding projects, e.g. raffle, funding letters, luncheon table sponsors, Visitor Industry Charity Walk, etc.
- Coordinating annual lease renewal and payment with lessor for office space.
- Monitoring Anchorage School Business Partnerships' spending and budget compliance.
- Overseeing the production of all printed materials to assure the quality and consistency of all SBP publications.
- Provide a positive working link for the development of greater understanding and working relationships between the Anchorage School District, the Anchorage Chamber of Commerce, and the business community.
- Maintain a strong community representation on the School Business Partnership Board of Directors

Board Relations

- Keeping the Board of Directors (voting, advisory and honorary), School District administration and Chamber Commerce fully informed about all Partnerships, potential new programs, community relations and their progress with monthly written reports.
- Conferring regularly with Chair and Executive Committee to inform of the challenges, progress, and activities.
- Working with Chair to make committee assignments.
- Seeking board approval for significant SBP initiatives and special projects.
- Recommending changes in governance and committee structure, by-laws, and all other matters affecting SBP effectiveness
- Advising the Board on all matters that relate to interpretation of the by-laws and Articles.
- Furnishing information and advice to the Board in the development of sound and realistic plans to appraise the future needs of the community and to make prudent decisions in the use of Anchorage School Business Partnerships' resources, both in strengthening community institutions and in initiating programs to meet its emerging needs.
- Participating in the recruitment and selection of Board members.
- Providing orientation to new Board members annually at Board Retreat and/or assigning a Board mentor.
- Guiding board members in self-assessment of board performance annually.

Public Relations/External Affairs

- Developing literature and promotional materials regarding Anchorage School Business Partnerships' programs.
- Providing or setting up presentations concerning School Business Partnerships to the business community, agencies, and organizations.
- Attending partnership events to participate, photograph and write stories for the Partnership Press.
- Organizing the annual End of the Year Recognition STAR Awards Recognition luncheon.
- Representing Anchorage School Business Partnerships at ASD fairs, public functions and professional meetings.
- Nominating business partners for Chamber Gold Pan awards and encouraging nominations of partners by schools for other recognition.
- Building community awareness of the goal and objectives of Anchorage School Business Partnerships and marketing the program.
- Encouraging submittal of stories from schools and business partners for Partnership Press as well as Chamber of Commerce newsletter.
- Writing and editing a quarterly electronic Partnership Press newsletter.
- Promoting nominations for, and writing and editing of the annual Best Practices publication.
- Staying abreast of current information relevant to educational issues in the Anchorage School District.

Partnerships

- Recruiting schools, businesses and community organizations for partnerships.
- Assisting new and existing partnerships as needed.
- Participating in planning meetings between the business and school/district acting as the third party to clarify issues, assist with the program design, help identify school/business resources, and assist in partnership announcements and appropriate recognitions.

Training and Evaluation

- Implementing the partnership start up program for the school year in August including introductory mail-outs to ASD partners, website update, principal and coordinator trainings.
- Conducting a fourth quarter evaluation meeting with SBP coordinators.
- Assisting the Board with any and all plans that they have for the positive development of School Business Partnerships including participation in committee meetings.
- Monitoring and evaluating the progress of the program by conducting a survey and preparing a written report once each year with all partners (business and schools). Information collated and distributed to the School

District Administration, Chamber of Commerce, Board of Directors and all partners.

- Presenting of annual report to Anchorage School Board in September.
- Providing special attention and assistance to those Partnerships that seem to be having difficulty with continuing their Partnership. This information is picked up by the evaluation process and must be positively acted upon throughout the year. Assistance will be provided to the business and the school with help from the Board of Directors.

Development

- Recruiting and maintaining major donors.
- Developing partnerships with funders.
- Developing proposals for funding.
- Implementing all funding proposals put forth by Finance Committee.

- Other duties suggested by the Board of Directors and agreed upon by the Executive Director.

Education and Experience

- College graduate, master's level preferred
- Prior education and/or business administrative positions at high levels of responsibility
- Working knowledge of the Anchorage School District a plus
- Community involvement and familiarity with businesses and organizations of Anchorage
- Experience working with non-profit organizations
- Public relations savvy
- Good oral and written communications skills
- Outstanding organizational skills

Characteristics

- High-level human relationship skills including ability to get along well with diverse groups of people and displaying cultural sensitivity
- A self starter who needs little direction and is able to assume responsibility
- Optimistic and positive with ability to inspire others to work towards identified goals.