



JOB TITLE	DEPARTMENT	REPORTS TO
Executive Director of Development	Superintendent's Office	SLC Education Foundation Board of Directors

Position No: 91014	Length of Work Year: 12 Months
Salary Schedule: AD09	Date Approved: 11/26/02
FSLA: Exempt	Date Revised: 7/01/07

JOB GOAL
To oversee the St. Lucie County Education Foundation and promote its mission in the St. Lucie County School District and the community. (Funded by the Education Foundation and not subjected to step increase.)

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Minimum of three (3) years in business and/or education. 3. Experience with nonprofit organization preferred. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To plan for Foundation meetings and oversee the clerical tasks necessary for effective communications among Foundation members and the community. 2. To oversee accurate accounting records for Foundation finances. 3. To develop and oversee the annual budget. 4. To market and promote the St. Lucie County Education Foundation in the community and within the school district. 5. To create and publish promotional materials and the Foundation's Annual Report to the community. 6. To raise funding necessary to support the Foundation's mission. 7. To support and assist IRSC and the Take Stock in Children SOAR Program. 8. To oversee and execute the Young Floridian Scholarship program. 9. To plan and execute all special events hosted by the Foundation. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as assigned by the Foundation (as a board only, not as individuals), as communicated through the Chairperson.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.