



Director of Operations

The Director of Operations is a dynamic and multi-tasking professional who is passionate about education and can enthusiastically support the mission of the Education Foundation of Sarasota County which is to enhance the potential of students, promote excellence in teaching, and inspire innovation in education guided by strategic philanthropy.

Reporting to the Education Foundation of Sarasota County President, the Director of Operations provides smooth and seamless office operations, creates a professional working environment, and supports the President in executing her duties. The Director of Operations primarily works as part of a team yet must be able to work independently with a positive professional attitude and mindset.

Education Foundation of Sarasota County Creed:

- We believe education changes lives.
- We believe every child deserves to reach his/her full potential.
- We believe in creating brighter futures for our children.
- We believe in leading in education innovations by taking calculated risks.
- We believe an investment in a child's education is the best investment anyone can make.

Education Foundation of Sarasota County Guiding Values:

- We act on the belief that all children can learn and succeed.
- We fulfill all professional duties with honesty and integrity.
- We accept responsibility and accountability for our actions and behaviors.
- We commit to serving others before self.
- We enable access to quality education, taking into account not just academic attainment but also the development of the whole student.
- We make the education and well-being of students the fundamental value of all decision making.
- We seek to improve the effectiveness of the education profession by investing in professional development.
- We model the ethical behaviors we expect from others.
- We uphold a culture of philanthropy through donor-centered relationships.
- We build strong partnerships through authentic collaboration.

Any new team member who chooses to join the Foundation must demonstrate the following:

- Flexibility
- Adaptability
- Creativity
- Demonstrated work ethic
- Willingness to work independently and as part of a team
- High level of trust

- Technologically adept
- Impeccable customer service
- Good attitude and consummate professionalism
- Believe and support in a donor-centered philanthropic culture
- High emotional intelligence
- A high degree of self-motivation, ingenuity and creativity
- Open minded and collaborative
- Enjoy working in a fast-paced, dynamic and quickly changing environment
- Highly organized with attention to detail
- Excellent at follow-through
- Excellent verbal and written communication skills
- Solid judgment and leadership skills, basic business intuition and common sense
- Persuasive, polished communicator with excellent interpersonal skills
- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Willingness to be mentored and/or mentor others

Duties and Responsibilities include but not limited to:

- Manage the day-to-day operations necessary to ensure the EFSC achieves its objectives:
 - Greet and welcome guests
 - Answer phones
 - Supply orders
 - Manage memberships
 - Manage passwords for vendors
 - Assist business office with tax forms, tax filings, state corporate filings
 - Liaison with accounting
 - Provide administrative support to President and Directors
 - Ensure meeting rooms are reserved
 - Place job postings; conduct initial screening of applicants
 - Conduct new employee orientation
- Provide administrative support for development, including working closely with the database specialist in donor cultivation and stewardship activities, gift processing, donor acknowledgment, and process of accounts payables:
 - Establish SALSA (donor database) engage or other online tickets/ sign-up
 - SALSA query for invitation list with approval from President
 - Maintain/update charitable directories including GuideStar, CFSC Giving Partner, etc.
 - Assist President with donor proposals
 - Manager volunteer database & coordinate volunteer orientation
- Serve as the board of directors' liaison by:
 - Maintain all Board governance policies, articles and by-laws
 - Monitor board member terms, attendance records and dashboard
 - Arrange for committee and board meetings including site location, F&B, board packets, and drafting agendas
 - Attend meetings and draft Board and related Committee minutes.
 - Ensure all content for the Board is accurate and up to date at all times.

- Ensure all committee meeting minutes are received and program reports are received.
 - Onboard new board members
- Support the President of the EFSC by:
 - Keep President on time and organized by overseeing her calendar, appointments and deadlines, coordinating travel and expenses.
 - Screen calls
 - Assist with personal cultivation and stewardship

Minimum Qualifications

- 3+ years of extensive experience supporting senior managers and board of directors
- Strong evidence of administrative skills, including writing and communication skills, professional decorum, and handling sensitive issues with confidentiality and tact.
- Excellent organizational skills, ability to handle multiple projects simultaneously and plan ahead.
- Friendly disposition with proven ability to maintain composure and flexibility in a changing environment.
- Expertise with databases and other software programs.
- Bachelor's degree required.

This is a full-time, salaried, exempt position. This position will be posted until filled. No phone calls please. All inquiries should be directed to MBJ Group at marybeth@mbjgroup.com .