

Executive Director, Florence Falcons Foundation –

The Florence Falcons Foundation is a 501(c)(3) non-profit organization that operates independently of our local school system. We enhance educational opportunities for all students in Florence City Schools by providing funds through classroom grants. The FFF is guided by a Board of Directors of local residents committed to educational excellence and the future of Florence's children. Through fundraisers and partnerships with individuals, families, and businesses, we award thousands of dollars in classroom grants to the teachers of the Florence City Schools each year.

The Florence Falcons Foundation is seeking an Executive Director who is an innovative, progressive leader with the ability to collaborate with businesses and to build community relationships; to direct all aspects of foundation work; and to oversee distribution of grants/awards. Candidates must also have the skills necessary for: budget planning; fundraising; public speaking; and possess excellent leadership, motivational, and team working skills. In addition, candidates must have strong written and verbal communication ability, and the knowledge to project future forecasts; examine financial reports; publicize the FFF; communicate with teachers and staff regarding the FFF; manage correspondence seeking funding, thank you/acknowledgement notes, press releases, etc. The Executive Director must actively recruit new board directors as needed; plan and organize monthly meetings (August-May) with the Board of Directors; and possess Word, Excel, and Outlook computer skills.

Part-time position; salary \$20,000/yr. Send resume by April 21, 2017 to:

Florence Falcons Foundation

P.O. Box 1225

Florence, Alabama 35631

Or email: lhoward@florencek12.org