



Horizons at Lancaster Country Day School Position Description

Position Title: Executive Director

Position Status: Full-time Exempt

Projected Start Date: September 2021

General Description

The Executive Director of Horizons at LCDS is the chief operating officer and reports directly to the Board of Directors, specifically to the Board President. Duties and responsibilities include Fundraising, Program and Staff Management, Board Collaboration, Community Relations and Marketing, and Budget Oversight. Flexible hours; work-from-home considered.

Qualifications/Skills

- Bachelors' degree in Non-profit Management, Business Administration, or Education
- Fundraising experience in the private and corporate sectors, with proven results
- Grant writing and grant research experience, with proven results
- Program supervision and budget management experience
- Personnel management, hiring, and team-building skills
- Proficient with database management, online marketing software, Google Workspace products, and various social media platforms
- Committed to equitable, inclusive, and culturally responsive practices
- Dedicated to serving under-resourced children and families, and the Lancaster community

Major Responsibilities

Fundraising (along with part-time Director of Development)

- Develops yearly fundraising strategy and timeline
- Responsible for proposals and grant writing and submission to appropriate sources
- Identifies and approaches funding individuals and corporations with support from Board Members and advocates of the organization
- Maintains tracking information of fundraising and projected incoming funds
- Oversees recording and acknowledgment of all gifts in a timely manner and sends all necessary tax information to donors
- Prepares and submits monthly reports and updates on fundraising results
- Researches and identifies new sources of funding
- Coordinates fundraising efforts with host school development office
- Prepares grant reports to be sent to all grantmakers at the conclusion of the summer program

- Oversees, markets, and executes fundraising events with assistance from Board Members and volunteers
- Supervises part-time Director of Development

Program Management

- Assumes ultimate responsibility for overseeing the development and implementation of the summer program and school-year activities
- Interviews, hires, trains, supervises, and evaluates 20+ staff members
- Maintains a climate that attracts and retains a diverse staff of high-quality people
- Plans and facilitates staff orientation, planning, and professional development
- Oversees the process for recruiting, scheduling, and training volunteers
- Oversees the process for recruiting, selecting, and enrolling students
- Communicates with Horizons parents openly and regularly
- Maintains positive relationships with partner schools within the School District of Lancaster
- Oversees contracting with daily food service and bus transportation
- Completes necessary application materials and reports for PA Summer Food Service Program
- Creates and facilitates daily program schedule
- Schedules and plans enrichment components, such as weekly field trips
- Oversees contracting with an aquatic facility (F&M or YMCA)
- Meets with and communicates with host school personnel on a regular schedule
- Visits students at their public school throughout the school year and communicates with public school personnel regarding student progress
- Ensures compliance with all state licensing requirements
- Completes all required state reports and all reports due to Horizons National
- Maintains attendance and demographic reports on students and staff via Salesforce database
- Inventory and purchase supplies for summer program

Board Support

- Attends all monthly meetings of the Board of Directors, in ex-officio capacity
- Serves in ex-officio capacity on committees and is responsible for full understanding of committee functions
- Works with the Board of Directors in developing/expanding new programs
- Serves as liaison between staff and Board of Directors
- Supports Board of Directors fundraising events
- Informs Board President regarding all significant Horizons activities
- Submits appropriate reports at monthly Board meetings
- Secures space for monthly Board meetings

Community Relations and Marketing

- Promotes community awareness of Horizons at LCDS by serving as spokesperson
- Manages all Horizons at LCDS social media accounts (Facebook, Instagram, Twitter)
- Coordinates media relations with PR director at host school
- Coordinates donor and partner visits during the summer program
- Coordinates Supporter Appreciation events during the summer program

- Works with host school PR Director in preparation of brochures, reports, newsletters and other marketing materials to showcase the program
- Establishes sound working relationships and cooperative arrangements with other community benefit organizations and civic groups
- Manages and updates the Horizons at LCDS website

Budget

- Works with Horizons Board Treasurer and members of the Finance Committee to develop an annual budget and to manage monthly expenses
- Manages resources within the budget and oversees that Horizons operates within budget guidelines

Please submit cover letter, resume, and three professional references to Brenda Tarvin at tarvinb@lancastercountryday.org.