

The **Executive Director** at Destin High School, is responsible for overseeing all aspects of the school's financial affairs. The Executive Director directs all business activities of the school as prescribed by the Board of Directors (Board). The Executive Director reports to the Board's on all business and financial matters and is accountable for all financial management and business operations of the school so that accountability of financial and business matters of the staff, as far as the Board is concerned, is considered the authority and accountability of the Executive Director. The Executive Director will, directly or indirectly, supervise all business and financial operations and business operations staff. The Executive Director has the ultimate authority in approving new staff positions, works with Principal on staff evaluations, and recommending compensation levels. Together with the Board and Principal the Executive Director represents the organization to the public. The Executive Director reports directly to the Board.

### **Qualifications**

- Strong commitment to and alignment with school's mission/vision.
- 5+ years relevant experience in effective leadership, business practices, and management specifically related to education and academia.
- Ability to assess data, find trends, and use information to make strategic decisions.
- Experience in budgetary planning, accounting, and effective allocation of school resources.
- Exceptional verbal and written communication skills.
- Strong organizational skills and ability to multi-task.
- Demonstrated interpersonal skills and demonstrated management ability to deal effectively with a multi-disciplinary staff.
- Ability to approach situations with courage, integrity, respect, and perseverance; willingness to take personal responsibility; open to and interested in feedback on performance; eager to continually improve in effectiveness, and steady determination to pursue excellence at all times.
- Minimum of Bachelor's Degree and School Administrator Certification; Master's or Advanced Degree preferred.

### **Responsibilities**

- The Executive Director is responsible for the financial performance of the organization.
- Overseeing the school's financial, and operational performance.
- Communicating with and engagement of the Board of Directors, leadership of business operations staff.
- Assisting the Board and Principal with the design and implementation of the strategic plan for DHS.
- Ensuring the financial and organizational health of the school (including financial management, development, and human capital).
- Ensuring accurate and timely reporting, legal, and authorizer policy compliance.
- Building and managing external stakeholder relationships.
- Developing and supervising all in-house business operation policies and procedures related to students, staff and faculty health, safety and welfare.
- Is the chief fundraiser for the school and supervises all fundraising activities.
- Works with the athletic director to plan and direct interscholastic athletic activities, including publicity for athletic events as it relates to financial matters.
- Other duties as determined by the Board.

### **Executive and Strategic Management**

- Informing and engaging the Board on necessary or serious incidents in a timely manner.
- Works with law enforcement entities dealing with investigations regarding students, staff and school faculty.
- Responsible for criminal background check of all job applicants.
- Working with Principal to ensure Board committees receive staff support.
- Identifying opportunities to engage the Board on strategic issues and follow-up with members as appropriate.

- Implementing the vision/mission/motto set by the Board, and developing strategies and tactics to achieve this during annual operational planning.

## **Financial Management**

- Creating an annual budget in conjunction with the Board's Finance Committee.
- Actively manage the school budget by participating in budget meetings to review budget variances and actively monitor school spending.
- Overseeing the school purchasing process by establishing clear systems for staff to request items, place orders with vendors, submit invoices, and reimbursement requests.
- Overseeing all activities related to logistic, procurement and contracts with commercial vendors, including requests for proposals (RFP's).
- Supervise and manage all finance and property of the school in accordance with the policies of the Board of Directors.
- Maintains liaison with School Financial Services (SFS).
- Ensuring staff preparation for the annual financial audit and facilitate the audit.

## **Development**

- Working with the Board to ensure adequate funding for the school by crafting a fundraising strategy and managing the organization's fundraising pipeline.
- Building relationships with current and prospective donors and managing the expansion of the development effort.
- Overseeing grant opportunity identification and grant submission preparation.

## **External Relations and Marketing**

- Building brand awareness, donor, teacher, and student prospect pipeline, and community advocates by developing and implementing communication, public relations, and marketing plans.
- Serving as a public face of the school with external stakeholders, including prospective families and actively work to ensure strong community ties to the school's vision and mission.
- Establishing good working relationships and collaborative arrangements with community partners, local educational organizations, vendors, funders, politicians, and other organizations to help achieve the financial and strategic goals of the organization.
- Working effectively with local media to create a strong, positive local presence; participating in select events and speaking engagements as a spokesperson for Destin High School; reviewing, approving, and in some cases, drafting key external messages.
- Responds to requests for information from government entities, the media and the general public.
- Participating in quarterly calls with the school's investors and meeting with potential investors and financial stakeholders.

## **School Compliance**

- Building accountability systems to ensure accurate and timely state and federal reporting.
- Works closely with the School web master to ensure pertinent School information is posted on the web.
- Guiding school-based operations teams in creating action plans and setting deadlines that ensure accurate and on-time reporting.

## **Leadership Development/Human Capital**

- Work with Principal to manage all aspects of leading, inspiring, managing, and developing the organization's staff and leadership team.
- With Principal to manage, directly or indirectly, all human resources responsibilities.

## **About Destin High School**

The mission of Destin High School is to prepare students academically, physically, and mentally to become responsible, productive, empowered citizens. Embracing the area's history as a tourist destination, military hub, and "world's luckiest fishing village" and supported by strong public/private

partnerships, our diverse and specialized programs will provide the foundation each student needs to secure a solid future. We are committed to implementing a comprehensive framework for 21st century education that focuses on the skills, knowledge, and expertise students must master to succeed in work and life. Critical thinking, communication, collaboration, and creativity will be embedded within the context of core subjects and interdisciplinary themes that will challenge our students, teachers, and school leaders to excel. A place-based approach to learning will take advantage of the local geography and community to create authentic, meaningful and engaging personalized learning for students. Destin High School (DHS) strives to meet the diverse needs of our local community by providing specialized programs and career academies in areas such as: *Marine Science, Environmental Science, Cybersecurity, Hospitality and Tourism, Construction (e.g., Carpentry; Electrical; HVAC; Masonry; Plumbing; Construction Technology)*. Applied learning opportunities will engage our students in place-based real-world problems and solutions, instilling in DHS students a profound understanding of their roles and responsibilities as citizens and leaders in their communities, both locally and globally.

Destin High School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Destin High School complies with applicable state and local laws governing nondiscrimination in employment.

**To Apply for this Position**

Please send your resume and cover letter to: