

FRANKIE LEMMON SCHOOL AND FRANKIE LEMMON FOUNDATION

Executive Director - Position Profile

For fifty years the Frankie Lemmon School and Developmental Center has provided life-changing education and support, tuition free, for children ages 3-6 with special needs. This school was the first preschool-kindergarten in Wake County specifically designed for children with special education needs. Frankie Lemmon's goal is to prepare its students to achieve their full potential in family, community and academic life when they graduate from Frankie Lemmon. While Frankie Lemmon will always serve children with special needs in classrooms appropriate to their needs, the introduction of inclusion in 2016 means that Frankie Lemmon School is open to typically developing children, including NC Pre-K, Subsidy, and Private Pay.

The Frankie Lemmon School currently occupies a property with twelve classrooms, three playgrounds, and 18,000 square feet of building space. In 2018 the Frankie Lemmon Foundation was able to purchase this property. The goal is to establish a Capital Campaign that would allow paying off the mortgage within the next three to five years.

Frankie Lemmon School and the Frankie Lemmon Foundation are both 501(c)(3) nonprofit organizations governed by an independent Board of Directors made up of community leaders with a passion for the well-being, education, and therapeutic support of all young children according to their own unique needs. The Frankie Lemmon Foundation is responsible for fundraising efforts that support the Frankie Lemmon School. The Executive Director will have responsibility for both of these organizations.

Mission Statement: For children with special needs and their families, the Frankie Lemmon School and Developmental Center provides life-changing education and support that leads to successful participation in family and community life and achievement of the child's full potential.

Job Description

The Executive Director's fundamental responsibilities are the Foundation and School's strategic vision and operations while serving as the chief advocate, spokesperson and fundraising representative. Responsibilities also include continuing the successful expansion of the Frankie Lemmon School to an inclusive setting serving over 100 children with the same high quality and program fidelity as before. At the same time the Executive Director is expected to maintain current and long-term financial security.

Key responsibilities include:

1. build upon and ensure educational excellence at the Frankie Lemmon School;
2. solidify existing and create new relationships with individual donors, volunteers, partnering organizations, philanthropists and the community at-large;
3. strengthen existing and create new resource development that will ensure the long-term financial security of the expanding Frankie Lemmon School; and
4. partner with the School and Foundation staff as well as the Board members to achieve the Foundation and Schools strategic vision and goals.

Leadership. The Executive Director is expected to:

1. serve as the chief advocate, spokesperson and fundraising representative for an annual budget of four million dollars;
2. lead the growing organization while effectively collaborating and utilizing the individual and collective expertise of board members, staff, volunteers and donors in their governance, operating, planning and fundraising efforts; and

3. establish and maintain a healthy partnership and effective communication with the Board of Directors and the staff to improve development and operational execution.

Program Development. The Executive Director is expected to:

1. plan and lead the organization through all fundraising activities, including, but not limited to, the Triangle Wine & Food Experience, the annual campaign, and the annual golf tournament; and
2. plan and lead the organization through a successful capital campaign by engaging community leaders, board members, volunteers and staff for various roles in executing the plan.

Board Relations. The Executive Director is expected to:

1. assist the Board Chair in preparing meeting agendas, identifying supporting documents, and other tasks to assist and ensure efficient and effective Board meetings and communications;
2. assist the Board in helping to identify community leaders to join the Board;
3. work with and support all Board Committees in the execution of their individual missions; and
4. present clear and transparent operating results, projections and annual budgets for approval.

Operations and Finances. The Executive Director is expected to:

1. define the Foundation's organizational focus, structure and resource allocation required to ensure the long-term future of the Frankie Lemmon School; and
2. lead the Foundation's and School's management teams to ensure accurate budgeting, transparent fiscal oversight and effective policies in the area of human resources, and quality assurance of the programs and services that fulfill the School's mission and best serve its students.

Community and Communication. The Executive Director is expected to:

1. enthusiastically articulate the School's successes and future vision to its varied constituencies throughout the community;
2. build on Frankie Lemmon School's strong reputation and brand to raise its profile and awareness beyond its current circle of organizations, volunteers and participants; and
3. work to ensure regular communications with families, staff, volunteers, donors and the public in a manner that is most effective for each audience.

Requirements

- Passion for the mission and values of Frankie Lemmon School and belief in the worth and potential of every child to learn, achieve, and contribute to society.
- Demonstrated effectiveness as a manager, team-builder and motivator who creates a climate of collegiality, trust and dedication to the mission of the organization.
- Demonstrated success in program and new relationship development.
- Experience leading a capital campaign or close involvement and readiness to lead.
- Bachelor's degree or equivalent (Master's degree preferred) and 10 years of relevant experience as a leader in the nonprofit (preferred), corporate, or government sector.