



JACKSONVILLE
**PUBLIC
EDUCATION
FUND**

Powering Potential

☎ 904.356.7757
📠 904.394.2005

40 East Adams Street
Suite 110
Jacksonville, FL 32202

Vice President

FLSA Classification: Non-Exempt
Reports to President

About the Organization

The Jacksonville Public Education Fund (JPEF) is an independent nonprofit organization dedicated to powering the potential within and around our public schools by sparking innovation, relationships and resources. Through collaboration with the community and Duval County Public Schools, we envision a future when all students have the opportunity to attend high-quality public schools and graduate ready for college, a career, and life. To achieve that end, JPEF is focused on achieving four interrelated goals:

1. Partnering with Duval County Public Schools to strengthen its efforts to build a system and culture that attracts, supports and retains excellent people.
2. Elevating and empowering excellent teachers with leadership opportunities beyond the classroom to improve retention, school culture and skills transfer to other teachers.
3. Increasing knowledge and defining opportunities for elevating and growing the pool of exceptional school leaders.
4. Activating parent, caregiver and neighborhood voices to inform, advocate for and support excellent teachers, school leaders and positive school culture.

JPEF has a highly engaged and diverse board, significant fiscal resources and talented staff to drive the work of the organization. The fast-paced and entrepreneurial organization has nearly a decade long track record of helping the school district to significantly improve outcomes for children through innovative, community-focused, and data-driven solutions.

Position Summary

The Vice President is a member of JPEF's senior leadership team, responsible for driving effective implementation of the organization's strategy and helping to guide its operational effectiveness.

Drawing upon JPEF's first decade as the trusted voice on public education issues in Jacksonville, the Vice President will help the organization drive deep and measurable impact on school quality by supporting local public schools to achieve excellent outcomes for all students. Working closely with the President and Board of Directors to set JPEF's strategy, the Vice President will oversee implementation of the program strategy, fortifying partnerships with the DCPS Superintendent's cabinet, as well as with other key education partners and influencers. S/he will immediately lead new efforts to support and build the capacity of local school leaders to create a climate and culture of success for students and effectively recruit, retain and coach great teachers. The Vice President will play a leading role in aligning diverse education stakeholders and communities and building the case for how a focus on school quality creates lasting change in communities and better outcomes for students.

Entrusted to effectively manage and support JPEF's talented program team to deliver against aligned, rigorous and achievable goals, the Vice President will be a critical advisor and partner for the President in ensuring the organization's operational effectiveness. S/he will help strengthen and operationalize systems that allow JPEF to maximize its resources and opportunity to positively impact public education in Jacksonville; and ensure knowledge and learning from JPEF's efforts loop back into the work and process. As needed, the Vice President will serve as a surrogate for the President and represent the organization in civic and professional associations, media and in other relevant activities.

Responsibilities

Leadership & Operations

- Serve as a member of JPEF's senior leadership team and support the organization's continued strategic growth, partnering with the President around annual and long-term planning. Develop new and innovative approaches to meet goals.
- Lead a team of professional staff in the strategic and tactical execution of JPEF's programs across a wide array of functions, including research, engagement and advocacy.
- Effectively manage organizational resources including developing and monitoring program budgets, overseeing awarded grants and contracts and allocating personnel.
- Plan and lead staff in a significant portion of JPEF's professional learning activities, seeking to grow employee knowledge of key education issues. Support and mentor staff to understand JPEF's core values, working norms and expectations.
- Make recommendations for staff hires and contractors.
- Support fund development efforts to generate revenue, providing information to the JPEF development team for grant proposals and donor pitches, assisting with presentations to funders, and reporting on awarded funds.
- Support the President by effectively engaging and participating in meetings of the Board of Directors, leading discussions related to investments, activities and outcomes, as appropriate.
- Serve as a strategic thought partner with the President in a variety of high-level organizational decisions. Complete other tasks, large and small, to support the effectiveness of the organization.

Strategy Development & Implementation

- In collaboration with JPEF leadership and staff, design program strategy and methodology to help improve school quality. As overall strategy is adopted by President and Board of Directors, oversee implementation and monitor the plan and activities.
- Define and document the overall purpose, goals and criteria for partnerships and programs, for both internal understanding and external alignment with partners.
- Support staff to develop and refine work portfolios and enlist partners around aligned strategies.
 - Work closely with Director of Data and Research and JPEF leadership to generate rigorous knowledge about school quality; strategically document and share that knowledge.
 - Work with the Director of Teacher Leadership to build and support networks of teacher leaders to improve quality in their schools and other targeted schools.

- Work closely with the Director of Community Mobilization to respond to community demand for school quality and equip parent and community advocates to take action in support of school quality.
- Work closely with Senior Manager of Policy and Advocacy to establish JPEF's advocacy priorities and strategies, track policy developments and influence decision-makers and advocates to make decisions and support changes that advance school quality.
- Evaluate programmatic efforts and ensure there is a learning orientation in the work, team and partnerships; monitor key findings across all stages of strategy development and implementation; make appropriate adjustments based on findings.

Partnerships

- Identify partners from a variety of sectors and engage them to create and support a broader learning and change agenda related to school quality findings and efforts.
- Regularly monitor how philanthropic trends and practices as well as national, federal, state and local policies and emerging issues create incentives or barriers for orienting around school quality.
- In collaboration with partners, write, share, present and widely promote knowledge gleaned from the school quality efforts and relevant data and information.

Qualifications

- Commitment to the importance of providing a high-quality public education for all students in Jacksonville; clear ability to promote and communicate the philosophy, mission and values of the Fund to external and internal stakeholders.
- Minimum of five years of supervisory experience in non-profit, district or school leadership roles desired. Proven ability to coach and develop talent.
- Recent significant professional experience in public education, leading diverse work teams, developing an organization-wide strategy, managing change, engaging community partners, and partnering with a president and board of directors.
- Expertise and/or experience in strategic business operations, including generating revenue, effectively managing budgets, and improving organizational systems and processes.
- Solid educational background including an undergraduate degree and an advanced degree or relevant coursework in fields relevant to the Fund's mission, such as law, finance, business administration, education, public policy or non-profit management.
- Provides tangible examples of reporting and program measurement and evaluation.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact.
- Ability to thrive in entrepreneurial, start-up environments.
- Exceptional organizational skills and extraordinary attention to detail and execution of tasks.
- Relational nature and strong interpersonal, written and verbal communication skills.
- Ability to work effectively in a fast-paced, deadline-driven environment, and to juggle several projects at once with a spirit of flexibility and positive outlook.
- Technology skills are preferred, particularly working with web-based applications (e.g. Google Apps).
- Excitement and openness to continued learning and development.
- Knowledge of Jacksonville is preferred, but not required.

Salary and Benefits

The salary for this position begins at \$90,000 per year and depends on prior experience. In addition, a comprehensive benefits package including employer-paid health, dental, vision and life insurance is included, along with significant leave time and a matched 401(k) retirement plan.

Commitment to Diversity

The Jacksonville Public Education Fund encourages individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.

How to Apply

Please submit a cover letter and resume (or CV) in PDF format to jobs@jaxpef.org with the subject line "Vice President." Applications will be reviewed on a rolling basis.