

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**PROGRAM DIRECTOR, ANY GIVEN CHILD PROGRAM (GRANT)**

**SALARY SCHEDULE: ADMINISTRATIVE – F**

**COST CENTER: INTEGRATED INSTRUCTIONAL SERVICES (9016)**

**QUALIFICATIONS:**

- (1) Bachelor's Degree, with a Master's Degree preferred, from an accredited educational institution
- (2) Minimum of five (5) years of progressively responsible management expertise in arts education or a related field, including, but not limited to, leadership in fundraising, advocacy, public relations, community outreach programs.
- (3) Experience in grant writing, grants administration and procuring external funding at the organizational level.
- (4) Preferred: Experience in overseeing arts education programs in public schools, universities, a large non-profit organization or a governmental agency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of arts education curriculum and community outreach programs. Demonstrated ability to work efficiently and effectively with local arts organizations, county schools, sponsoring individuals and various philanthropic foundations. Experience with project management, including planning, budgeting, implementing, and evaluating large-scale projects. Demonstrated effective oral and written communication skills. Demonstrated successful experience in grants writing and fundraising. Knowledge of state and federal funding regulations. Positive interpersonal relationship skills. Ability to use relevant computer technology. Ability to prioritize functions and manage time and resources effectively.

**REPORTS TO:**

Executive Director, Integrated Instructional Services

**JOB GOAL**

To provide administrative oversight and leadership for the Any Given Child Program to support and enhance arts integration education and provide arts experiences for K – 8 students in Sarasota County. To direct and manage fundraising efforts to support the program.

**SUPERVISES:**

n/a

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Oversees and provides leadership in the development, implementation, and coordination of all project activities for the Sarasota Any Give Child program.
- \* (2) Serves as the liaison between the school system, The Kennedy Center for the Performing Arts, local arts organizations, universities, foundations and the community at large.
- \* (3) Provides leadership oversight for and coordination with six (6) external working committees charged with creating and developing a unique structure for the Any Given Child initiative.
- \* (4) Directs efforts to provide arts education experiences for students and families at arts organizations, cultural sites, and in community settings.
- \* (5) Develops public relations and advocacy programs that demonstrate the impact and importance of arts education programs.
- \* (6) Promotes arts education advocacy and support provided by the Arts and Cultural Alliance through the Community/Schools Partnership for the Arts and the Arts Education Task Force.

## **DIRECTOR OF COMMUNICATIONS (continued)**

- \* (7) Coordinates with district and school staff in the design and implementation of professional development in arts education for Sarasota County elementary and middle school teachers.
- \* (8) Coordinates with district and school staff in the identification and/or development of instructional strategies, teaching tools and other curriculum resources that are aligned to the state standards and the Common Core Standards to support arts education in the classroom.
- \* (9) Identifies potential funding sources and directs efforts to raise project funds. Assists in developing and writing proposals for grant applications.
- \* (10) Develops and expands beneficial contacts with national, state and local arts organizations and individuals who may be interested in financially supporting the AGC project.
- \* (11) Works to leverage assets and the equitable distribution of existing arts education resources for all K-8 public school students in Sarasota.
- \* (12) Oversees and edits the writing and production of AGC-related communication and marketing materials. Ensures consistent branding and messaging for the Any Given Child Initiative.
- \* (13) Provides leadership and guidance in the implementation of the AGC strategic plan. Sets annual objectives for and evaluates the effectiveness of the program.
- (14) Reports short-term and long-term progress to the many constituents supporting the AGC effort.
- (15) Performs related duties as required.

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 11**

\* Essential Performance Responsibilities