



Horizons at Francis Parker School

Position: Executive Director

Location: Francis Parker School, San Diego

Organization Background

As an affiliate of the Horizons National network, Horizons at Francis Parker School (Horizons at Parker) is a year-round program with a summer intensive offering academic and enrichment support that addresses the achievement and opportunity gaps of students facing educational inequities throughout their school careers. The heart of Horizons is an exemplary academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring family events, enrichment activities, and regular visits to and communication with students' schools and teachers. Horizons is expanding to create more opportunities for students to build the confidence, knowledge, and skills they need to build their own successful futures.

For more information about Horizons, please visit <https://www.horizonsnational.org/> and <https://www.horizonsatparker.org>.

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California, with 1,315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective, and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One is in Mission Hills (Lower School JK-5), and a second is in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Position Overview

2024-June 30, 2025: The Executive Director of Horizons at Francis Parker School reports directly to the current and then former Executive Director. Duties and responsibilities include Fundraising, Program Management, Staff Management, Board Support, Community Relations, and Budget Oversight.

July 1, 2025-Beyond, When independent 501(c)(3): The Executive Director of Horizons at Francis Parker School is the principal officer and reports directly to the Board of Directors. Duties and responsibilities include Fundraising, Program Management, Staff Management, Board Support, Community Relations, and Budget Oversight.



Essential Job Functions:

- **Fundraising**
 - Develops and implements a strategy for financial resource development with the board
 - Identifies and solicits prospective funding sources across diverse channels
 - Writes grants and reports to foundations and other sources of funding
 - Maintains up-to-date donor database and tracking system
 - Oversees recording and acknowledgment of all gifts in a timely manner and sends all necessary tax information to donors
 - Stewards relationships with donors
 - Stays informed about trends in the foundation and corporate fundraising, governmental law, and regulations applicable to fundraising
 - Enlists the board's assistance in building a volunteer base
 - Prepares and submits monthly reports and updates on fundraising results

- **Program Management and Administration**
 - Provides clear vision and direction to maintain and improve current programs and services
 - Ensures the development of the instructional plan
 - Strategically focuses Horizons resources to yield the greatest impact to students
 - Develops and maintains effective working collaborations with stakeholders
 - Oversees evaluation in conjunction with Horizons National
 - Communicates regularly with parents and students
 - Interviews, hires, trains, supervises, and evaluates staff and teachers
 - Maintains a climate that attracts, keeps, and motivates a diverse staff of top-quality people
 - Oversees the process of recruiting, scheduling, and training volunteers
 - Oversees the process of recruiting, selecting, and enrolling students
 - Oversees contracting with daily food service and bus transportation
 - Oversees contracting with area swimming pools
 - Meets with and communicates with host school personnel on a regular schedule
 - Ensures compliance with all state licensing requirements
 - Completes all required state reports and all reports due to Horizons National
 - Develops and oversees the year-round student tutoring program
 - Coordinates with teachers special/seasonal events for the students



- Establishes and maintains adequate fiscal systems and controls
- Oversees all operational, business, and fiscal matters, including accounting and insurance
- **Board Support**
 - Attends all monthly meetings of the Board of Directors, in an ex-officio capacity
 - Works with the Board of Directors in developing/expanding new programs and consults regularly with the board on significant operational and programmatic matters
 - Serves as liaison between staff and Board of Directors
 - Executes and updates the Strategic Plan
 - Works with the board to identify and develop strategies to expand donor base and increase fundraising income
 - Assists the board in identifying and cultivating prospective board and committee members
 - Meets regularly with the board chair to maintain strong communications and report on individual committee progress
 - Attends and actively contributes to all committee meetings along with the board chair
 - Provides administrative support to the board and its committees
 - Attends all full board meetings and provides the necessary reports and updates in advance so all board members can review them in preparation for discussion
- **Public/Community Relations**
 - Promotes community awareness of Horizons at Francis Parker School by serving as spokesperson
 - Coordinates media relations with PR director at host school
 - Coordinates visitor days during the Summer Program
 - Works with host school PR Director and Board representative in preparation of brochures, reports, newsletters, and other marketing materials to showcase the program
 - Develops a parent council for student parents
 - Establishes sound working relationships and cooperative arrangements with community groups and organizations that can support the Horizons program and participants
- **Budget**



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

Qualifications:

In addition to a strong commitment to Horizon's mission, the ideal candidate for the Executive Director position requires a

- An Undergraduate College/University Degree is required; a Master's Degree in education is highly desirable
- A minimum of at least three (3) years of leadership/administration experience
- A minimum of at least three (5) years of experience working in the field of education
- Fundraising experience in the private and corporate sectors, with proven results
- Grant Writing and Grant Research experience with proven results
- Program Supervision and Management experience
- Budget Management, Staff Management, and Team-Building skills
- Excellent communication, interpersonal, organizational, and time management skills
- Proven ability to relate well to diverse children and families, help assist plan and delivering engaging, challenging lessons for school-age urban children, and to teach using effective strategies for second language learners.
- Knowledge and skill in classroom management, social-emotional learning, and specific strategies for developing children's noncognitive skills such as focus, determination, empathy, and self-discipline
- Understanding and knowledge of the issues and challenges facing Latino and other immigrant and low-income families living in the Linda Vista neighborhood
- Fluency in English/Spanish preferred (bicultural also preferred)
- Experience designing and delivering curriculum for early elementary second language learners
- A strong passion for working with youth and a strong desire to help make a difference in the lives of low-income students

Salary and Benefits:

This is an **Exempt** 12-month position. The pay rate range is \$90,000-\$110,000 annually, depending on education and experience. This position is eligible for benefits.

At-Will Employment Relationship



Your employment with the School is “at-will.” This means your temporary employment can be terminated by you at any time for any reason, with or without cause or advance notice. Likewise, the School may terminate its employment relationship with you at any time, with or without cause or advance notice. Indeed, in this time of uncertainty, the School’s ability to engage temporary employees for the upcoming school year is based on the School’s ability to conduct on-site learning during the global pandemic as well as its ability to continue teaching during the global pandemic, among other items. Given the unknowns and constant changes regarding the pandemic, there can be no guarantee of continued employment for the duration of the temporary assignment.

Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law. Horizons at Francis Parker School is an equal-opportunity employer.

Application Process:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#).

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, transcripts, and a completed [employment application](#) should be submitted electronically to:

Erika Assadi, horizons@francisparker.org

<https://www.francisparker.org/about-us-/employment>