

Flagler County Education Foundation

RE: Executive Director of Flagler County Education Foundation

Dear Executive Committee:

I am responding to the position announcement for Executive Director of the Flagler County Education Foundation. I have a combination of experience and skills that I believe match well with what FCEF is seeking for the executive director position. A copy of my resume and reference letters accompanies this cover letter, and I would like to highlight here my qualities and credentials I believe are most relevant to the position.

I have extensive leadership experience in the education sector and a record of success in getting initiatives off the ground and flourishing. Most recently, I serve as a Florida State Regional Literacy Director leading and supporting Florida school districts to improve literacy instruction in kindergarten through 12th-grade classrooms. I spent eleven years as an instructional leader at the elementary school level, where I led teachers and administrators at the school level in mentoring programs, instructional coaching, and community outreach programs. Previous to my educational experience, I spent six years as a small business owner of two retail shops in Ormond Beach, FL. This entrepreneurial experience provided me with profitable budgeting, marketing, and community networking opportunities. While being a part of the small business community in Ormond, I lead the charge in creating a non-profit group of merchants to attract new business to our Mainstreet establishment.

While my resume provides more specifics, my previous positions have enabled me to develop a high level of skill and experience in the following areas that are pertinent to the Executive Director position:

- I have created new and innovative programs, from the inception of an idea to preparing and presenting persuasive business plans, developing and implementing the programs, and providing the ongoing support structure.
- I have extensive experience in budgeting, financial monitoring, and revenue generation activities of all persuasions, including grants and sponsorships.
- I have a background in both leadership and hands-on involvement in creating successful publicity and promotional and communications campaigns.
- In all past positions, I have exhibited a consistent knack for being able to lead, grow, and coach an exceptional staff and establish highly productive and team-oriented work environments.
- My work has been centered in organizations with information dissemination and knowledge creation as the focus of their program activity, with leading-edge technology playing a vital role in delivering that information and knowledge.

In my leadership roles, I have very successfully maneuvered the delicate balance between dedication to mission, the need for bold, progressive initiatives, and the application of sound sustainability. From your description of what is needed for leadership of the Flagler County Education Foundation, I believe my credentials and well-established stakeholder relationships align well with what you are seeking. Still, above all, my passion for the kids of Flagler County and continuing the foundation's success are the most critical markers I would bring to the executive director position. I would be pleased to speak with you about my credentials in greater detail at your convenience or provide any additional information that would be helpful for you in assessing my qualifications. Thank you, and I look forward to hearing from you.

Sincerely,

*Teresa M. Rizzo*

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