

# FAYETTE COUNTY PUBLIC SCHOOLS

## Director, Launch Fayette Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Center of Innovation
<b>REPORTS TO:</b>	Launch Fayette Board of Control
<b>SALARY:</b>	Determined by Launch Fayette Board of Control

<b>FLSA STATUS:</b>	Exempt
<b>WORK CALENDAR:</b>	12 months
<b>APPROVED (Board):</b>	January 2026
<b>REVISED:</b>	

**SUMMARY:** Under the direction of the Launch Fayette Board of Control, directs and coordinates the daily operations of Launch Fayette including programming, financial management, fundraising, utilization of resources, even coordination, and the recruitment of new members.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Report to site, as scheduled, to plan and supervise the program
3. Maintain student and program confidentiality
4. Manage budgets and fundraising initiatives
5. Collaborate with internal and external teams to facilitate the completion of the physical buildout of Launch Fayette common areas, offices, conference room and work spaces
6. Develop and coordinate the delivery of programming in conjunction with partners and stakeholders. Programming including but not limited to the business model, client acquisition, overall strategy, financing, fundraising, market research, operations and branding
7. Actively develop partnerships with local business and industry, governmental agencies, and other civic organizations that promote and provide support for Launch Fayette
8. Identify, recruit, train, and manage mentors and subject matter experts to support Launch Fayette members
9. Network with industry, advisors, and potential investors to connect participating members with resources and opportunities
10. Coordinate Launch Fayette Board of Control meetings
11. Measure and report key performance indicators regarding the impact of Launch Fayette
12. Establish, monitor, evaluate, and improve processes and procedures to ensure operational alignment with the mission and goals of Launch Fayette
13. Perform other professional duties and responsibilities as assigned by the Launch Fayette Board of Control

### REQUIRED QUALIFICATIONS:

Minimum of Five (5) years' experience in leading a business incubator or similar small business development organization  
 Experience in developing a budget  
 Proficiency in administrative and instructional technology  
 Excellent oral, written and interpersonal communication skills

### PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.