



TFEE Executive Director Posting

**Troy Foundation for Educational Excellence is currently seeking
a Part Time Executive Director.**

**Are you seeking a role where you can make an impact in our
Troy School District community?**

Are you seeking a role which offers flexibility while meeting your professional goals?

**If so, please send your resume to
troyfoundation@gmail.com by March 6, 2021.**

Position Summary

The Executive Director will lead the Troy Foundation for Educational Excellence (TFEE) in collaboration with its volunteer Board of Trustees. Together, with the Trustees, you will increase community impact consistent with the mission and vision of the TFEE through strong, meaningful and long term relationships across the district and the community with residents, business and other community organizations.

The Executive Director will serve two primary roles:

1. Serve as the “Face of the Foundation” for all key constituents within the Troy School District, the Troy community and beyond to promote and support the Foundation’s mission.
2. Have a significant impact on the TFEE’s fundraising initiatives to broaden and deepen the TFEE’s support of the Troy School District.

Qualifications :

- Leadership roles and a record of success in public relations, marketing, and fundraising.
- Non-profit organizational management including strategic planning, board relations, and operating/financial management.
- Excellence in oral and written communications as well as strong critical thinking and problem-solving skills and proficiency in identifying and writing grant applications.
- Leadership skills to articulate and achieve a vision which includes short- and long-range goals.
- Personable and mature work style as well as professional appearance and demeanor with the ability to handle sensitive donor and community relationships.
- Self-motivated and comfortable working independently with computer literacy and database skills.
- Resident of Troy School District community preferred.