

Job Title: WSISD Education Foundation Executive Director
Reports to: Assistant Superintendent of Business and Assistant Superintendent of Human Resource/WSEF Board
Dept./School: Business/Human Resource

Primary Purpose:

To direct the affairs of White Settlement Education Foundation, at the direction of the White Settlement Education foundation (WSEF) Board of Directors, to ensure accomplishment of the foundation's mission and to generate community enthusiasm for supporting education in White Settlement ISD through WSEF.

Qualifications:

Education/Certification:

Bachelor's Degree preferred
Knowledge of how public school systems operate
Significant experience in one or more of the following areas: fundraising, marketing communications, and public/private foundation management
Motivated individual with executive/administrative skills

Special Knowledge/Skills:

Thorough knowledge of non-profit organization management
Demonstrate ability to write effective correspondence, proposals, marketing materials, and solicitations
Effective oral communication skills to deliver persuasive presentations to individuals and groups
Ability to organize and set priorities, to manage workload and complete projects in a timely manner
Effective organizational, communication, and interpersonal skills
Computer literate and familiarity with word processing data base, email and the Internet, Power point, webpage design and publisher software
Ability to manage budget and personnel
Ability to read and understand financial statements

Major Responsibilities and Duties:

1. Maintain open lines of communication between the WSEF Board of directors, WSISD Administration, city influential, business community, volunteers, etc.
2. Provide guidance, support, and assistance when/where needed to WSEF Board committees and volunteers.
3. Develop and track budget projections for all WSEF revenue/expenses and provide monthly report to WSEF Board of Directors.
4. Develop, implement and oversee all fundraising activities to ensure stable organizational revenue.
5. Generate new ideas, solve problems, and develop new fundraising opportunities.
6. Identify and develop new sources of restricted and unrestricted funds.
7. Lead the strategic development process, ensuring WSEF goals are at the core of all activity and focus is maintained on accomplishment of the WSEF mission.
8. Track, measure, and report on results, accomplishments, etc. at monthly Board meetings.
9. Manage all aspects of relationship building with current and potential donors to ensure a stable and growing donor base, including the identification and cultivation of new donors and the development and maintenance of an up to date data base.
10. Work with news media under the direction of the Communication Director to cover foundation events and activities.
11. Serve as spokesperson for the foundation.
12. Plan and direct, and supervise the implementation of the Foundation's internal and external public relations programs in coordination with the district's Public Information Office.
13. Maintain membership and represent the Foundation in appropriate professional groups, organizations, associations, and community service clubs.
14. Under the direction of the Communications Director plan, direct, and supervise the preparation, production, and distribution of all publications, A/V Power point presentations, marketing communications programs including periodic newsletters, direct mail programs, news releases, and an annual report for the foundation.

15. Responsible for the writing of all WSEF endowments, grants, etc.

Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain professional tact and diplomacy. Frequent district and statewide travel; frequent prolonged and irregular hours.

Schedule

Part-time annual number of office hours = 904

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____