

**RODNEY P. GREEN**  
*Superintendent*

**CHRIS LAKEY**  
*Assistant Superintendent*



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**PHILIP C. CLEVELAND, Ed D**

**JOB TITLE:** Blount County Education Foundation Executive Director Trainee

**Posting Date:** March 10, 2025

**QUALIFICATIONS:**

- Bachelor's degree or higher in education, business, marketing, finance or related areas.
- Possess strong written and verbal communication skills.
- Ability to work collaboratively with teams and committees providing leadership for a variety of activities and events.
- Demonstrate successful organizational management to achieve strategic objectives with individuals and teams.
- Possess experience and knowledge of grant writing, fundraising, and financial management.
- Possess a positive attitude demonstrating energy and passion for the Blount County Education Foundation.

**SUCCESSFUL APPLICANT:**

The successful applicant may be hired as an education or business retiree or as a full-time employee of the Blount County Board of Education and the Blount County Education Foundation.

**REPORTS TO:** Blount County Education Foundation Board of Directors and Superintendent of Education

**JOB GOAL:**

Training to serve as the Chief Operating Officer responsible for managing and implementing the business and projects of the Blount County Education Foundation under the direction of the Board of Directors and Superintendent of Education.

**JOB DESCRIPTION AND PERFORMANCE RESPONSIBILITIES:**

- Provides administration and implementation of the day to day affairs of the Blount County Education Foundation.
- Ensures compliance with and implementation of Blount County Education Foundation Bylaws and Policies.
- Prepares monthly meeting agendas, minutes, meeting notices, etc.
- Facilitates regular review and analysis of financial information for the Board of Directors through the Finance Committee.
- Facilitates the preparation and implementation of annual budget and goals.
- Prepares information for Year End Financial Review and works with Foundation Accountant to meet IRS 501(c)3 requirements.
- Facilitates and provides leadership for the planning and implementation of the various activities and projects of the Blount County Education Foundation, which may at times include the Classroom Grant



Program, Summer Learning Programs, Scholars' Bowl, Spelling Bee, Visual Arts Exhibition, STEAM Initiative, High School Ambassadors Program, Teacher of Year Program, Youth Leadership Program, and others as directed by the Board of Directors.

- Facilitates and provides leadership for the planning and implementation of the fundraising activities, currently the Annual Radio-thon, and other related activities as directed by the Board of Directors.
- Supervises and facilitates grant writing to secure funds for the implementation of special projects to fit within the mission of the Blount County Education Foundation.
- Attends training to learn best practices related to the non-profit sector.
- Works with the Superintendent of Education and others on the District Team to ensure alignment and facilitate collaboration with school district priorities and initiatives.
- Supervises others who work on behalf of the Blount County Education Foundation.
- Promotes the Blount County Education Foundation to improve its place in the community, coordinating and facilitating public relations activities and events, including social media, website maintenance, etc.
- Assures the Blount County Education Foundation and its mission, programs, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Other duties as assigned by the Board of Directors and the Superintendent of Education.

**SALARY:** Commensurate upon experience, education, and qualifications.

**TERMS OF EMPLOYMENT:**

- Education or business retiree – work 175 days.
- Full-time employee – work a minimum of 187 days.
- The Board of Directors and the Superintendent of Education may negotiate work days and length of contract based on applicant's availability and needs of the Blount County Education Foundation.
- Start date: Summer of 2025 (Date to be determined).

**APPLICATION PROCESS:**

Applicants must apply for this position on the [HireTrue](#) website. Your application on the website should include the following:

- Resume
- Transcripts
- Alabama Professional Educator Certificate (if applicable)
- Credentials and references

If you have questions pertaining to certification or the application process, you may contact Phillip G. Hazelrig by email ([pghazelrig@blountboe.net](mailto:pghazelrig@blountboe.net)) or by phone at the number above. If you have questions pertaining to the posting or job responsibilities, you may contact Rodney Green by email ([rgreen@blountboe.net](mailto:rgreen@blountboe.net)) or Mitchie Neel by email ([mneel@blountboe.net](mailto:mneel@blountboe.net)) or by phone at the number above.

Applications will be accepted until the position is filled.

*The Blount County Board of Education is an Equal Opportunity Employer and an E-Verify participant.*