JOB POSTING – MSF Executive Director

Executive Director – Madeira Schools Foundation
Serving and Supporting the Madeira Schools Community

The Madeira Schools Foundation (MSF), in partnership with Madeira City Schools, is looking for a passionate and community-minded **Executive Director** to help support our mission of supporting excellence in education. This is a unique opportunity to serve the Madeira Schools community by growing support for our students, teachers, and programs through fundraising, alumni engagement, and community partnerships.

About the Role:
As Executive Director, you'll work alongside school leaders, alumni, and dedicated community members to support fundraising efforts that make a difference—from annual giving to special events, capital campaigns, and more. You'll help connect people who care with opportunities to invest in the future of Madeira's schools through their time, their talent, and their resources.

What We're Looking For:
- A strong communicator and relationship-builder who values community connections
- Someone with experience in event fundraising, leading volunteers, or nonprofit leadership
- A team player with a heart for education and the mission of public schools
- Tech-savvy multi-tasker that is organized with the ability to manage office duties and databases
- A self-starter who's comfortable supporting a team of volunteers to lead events initiatives and collaborating with others
- Someone who can have fun, keep things in perspective, and remember that we are "doing it for the kids."

Why This Matters:
Madeira is known for its outstanding schools and strong sense of community. This role plays a vital part in helping us maintain that tradition of excellence. If you're passionate about public education and believe in the power of community support, we'd love to meet you.

Job Details:
- Flexible part-time schedule (18 hours / week) based on the MCS school calendar
- Some evenings and weekends required to attend events
- Annual salary of $30,000
- Employment is directly through the Madeira Schools Foundation
- Office located within the Madeira City Schools campus

How to Apply:
Please send your cover letter and resume electronically by July 3, 2025 to:
MSF Executive Board –MSF@madeiracityschools.org