

Job Description Executive Director

Position Summary

The Executive Director serves as the lead part-time staff member of the Foundation and works in partnership with the Board of Directors to advance the mission of the organization. This position is responsible for coordinating fundraising activities, assisting with planning and execution of Foundation events, supporting board operations, maintaining organizational records, and serving as a primary point of contact for donors, sponsors, volunteers, and community partners.

The Executive Director shall work under the direction of the Board of Directors and shall support the Chairperson, Vice Chairperson, Secretary, Treasurer, and committee chairs in carrying out the business of the Foundation.

The Director shall attend meetings of the Board of Directors as requested and shall participate in discussions in an advisory capacity. The Director shall not be a voting member of the Board of Directors and shall have no authority to vote on any matter before the Board.

The Director is intended to provide continuity, administrative support, fundraising leadership, and operational coordination for the organization.

Primary Responsibilities

The Board of Directors delegates authority for the day-to-day management of the Foundation to the Executive Director while retaining responsibility for governance, fiduciary oversight, strategic direction, and compliance with applicable laws.

Fundraising & Development

Coordinate and expand the Foundation's fundraising efforts.

- Develop and implement annual fundraising goals and strategies in collaboration with the Board.
 - Identify, cultivate, and maintain relationships with:
 - Donors
 - Sponsors
 - Community partners
 - Businesses
 - Grant opportunities
 - Prepare sponsorship materials, donor communications, and fundraising campaigns.
 - Coordinate annual giving campaigns including Giving Tuesday and other appeals.
 - Assist with grant research, writing, and reporting.
 - Maintain donor databases and fundraising records.
 - Track sponsorship commitments, donor history, and fundraising metrics.
 - Ensure donor acknowledgment and thank-you communications are completed in a timely manner.
 - Seek opportunities to grow revenue and community visibility.
 - Develop and maintain strategies to grow our volunteer base.
-

Event Planning & Committee Support

- Assist in planning and coordinating Foundation events including, but not limited to:
 - Golf Outing
 - Turkey Trot
 - Scholarship Events
 - Giving Tuesday
 - Mini Grants
 - Other Foundation-sponsored activities
 - Work collaboratively with committee chairs and volunteers.
 - Coordinate logistics including:
 - Vendors
 - Registration systems
 - Sponsorship fulfillment
 - Marketing materials
 - Volunteer coordination
 - Event timelines
 - Maintain event planning documents, templates, and historical records.
 - Assist with event budgeting and financial tracking.
 - Help recruit, support, and coordinate volunteers for events and committees.
-

Board & Administrative Support

- Assist the Chairperson and Secretary with preparation of:
 - Meeting agendas
 - Board packets
 - Committee reports
 - Meeting schedules
 - Attend Board meetings and assist with meeting minutes as needed.
 - Follow up on Board motions, assignments, and action items.
 - Maintain organizational calendars and deadlines.
 - Maintain Foundation records and organizational files in both electronic and physical formats.
 - Maintain and organize documents including:
 - Bylaws
 - Policies
 - Board records
 - Historical records
 - Annual filings
 - Reference materials
 - Assist with onboarding materials for new Board members.
 - Serve as a primary communication liaison for general organizational inquiries.
 - Perform other duties assigned by the Board that are consistent with the position.
-

Financial & Operational Support

- Assist the Treasurer with administrative and operational financial duties.
- Coordinate collection and organization of financial documentation.

- Assist with preparation of monthly financial reports and annual budgets.
 - Monitor event income and expenses.
 - Coordinate with accountants, financial institutions, and vendors as directed by the Treasurer or Board.
 - Assist with annual filings and compliance deadlines including:
 - State filings
 - Tax documentation
 - Sales tax exemption renewals
 - Maintain records related to donations, sponsorships, invoices, and reimbursements.
 - Assist with maintaining software systems and organizational accounts.
-

Communications & Public Relations

- Serve as a public-facing representative of the Foundation as directed by the Board.
 - Coordinate marketing and promotional efforts for Foundation events and initiatives.
 - Manage or assist with:
 - Website updates
 - Social media
 - Email communications
 - Newsletters
 - Press releases
 - Promote the mission, activities, and strategic goals of the Foundation throughout the community.
 - Help strengthen relationships with schools, community organizations, alumni, donors, and supporters.
-

Qualifications

Preferred qualifications include:

- Experience in nonprofit administration, fundraising, event planning, communications, or related fields.
 - Strong organizational and project management skills.
 - Strong written and verbal communication skills.
 - Ability to work collaboratively with volunteers and community stakeholders.
 - Experience with:
 - Microsoft Office and/or Google Workspace
 - Event registration platforms
 - Social media and communications tools
 - Ability to maintain confidentiality and professionalism.
 - Ability to work flexible hours including occasional evenings and weekends for meetings and events.
-

Reporting Structure

- The Chairperson of the Board shall serve as the primary point of contact. The Director shall serve at the direction of the Board of Directors and shall be accountable to the Board as a whole.

- The Director shall regularly communicate with the Chairperson, Treasurer, Secretary, committee chairs, and other Board members as necessary.
 - The Director shall not be a voting member of the Board.
-

Compensation & Schedule

- Part-time, salaried position, with potential bonus incentives.
 - Expected schedule: approximately 20 hours per week, with flexibility based on event schedules and fundraising cycles.
 - Some evening and weekend work may be required.
-