



## Job Description

**Job Title:** Foundation Executive Director

**Reports to:** Beatrice Educational Foundation (BEF) Board of Directors

FLSA: Exempt

**Terms of Employment:** 12 months of the year with 20 Paid Time Off (PTO) days which includes school holidays and sick days. Extended weeks of leave preferred to be taken in the summer months, but not required.

**Performance Evaluation:** To be conducted by the members of the BEF Board of Directors.

**Compensation:** Reviewed and established annually by the Board of Directors.

### **Minimum Education and Experience Requirements:**

- Bachelor's degree or equivalent work experience
- Non-profit Administrative/management experience preferred.
- Teaching experience preferred, not required.
- Computer skills, fundraising database experience preferred.
- Fundraising experience preferred, not required.

### **Job Summary:**

The Executive Director serves as the chief administrator of the BEF. The director is responsible for the day-to-day operations of the foundation, spearheads fundraising, promotes and collaborates with alumni and community members and oversees all communications for the foundation. Builds and maintains long-term relationships with key donors, potential donors and community members.

Oversees the After School Programs Coordinator, Administrative Assistant, and about 14 After School Program staff.

The After School Program Coordinator which coordinates all activities involved with the safe and effective operation of the After School Program. The coordinator serves in both a leadership and management role. The responsibilities of the After School Program Coordinator extend to all activities of the program. The After School Program Coordinator may delegate performance of management duties, however, such delegation does not relieve the coordinator from ultimate responsibility of accountability.

### **Essential functions and responsibilities of the Executive Director:**

- Implements the goals of the BEF Board of Directors
- Maintains a qualified staff through proper hiring, scheduling, termination, evaluation, training and orientation. Develops and revises job descriptions for the staff.
- Creates and maintains various communications such as Planned Giving, Foundation website, annual report, quarterly reports, newsletters, fundraising letters, event flyers, press releases and other marketing and advertising materials. Oversees internet and social media campaigns.

- Communicates with alumni and community members to promote the visibility of the Foundation. Occasional contact with radio and news media and professional organizations.
- Participates in various community and civic organizations and promotes the Foundation as appropriate through public speaking engagements.
- Facilitates partnerships and makes presentations to the school board, businesses, and community agencies regarding the After School Program and Foundation.
- Builds and maintains long-term relationships with key donors, potential donors, and community members.
- Oversees the Foundation accounting processes and procedures, ensuring timely and accurate recordkeeping and reporting as required.
- Spearheads all fundraising efforts.
- Oversees the distribution of student scholarships and teacher grants.
- Develops annual budget and reviews budget needs and use; participates in the annual audit and other year-end accounting functions. Follows procedures for After School payments and receipts.
- Works with the Foundation Board to develop and maintain an overall investment philosophy and directs and maintains the investment policy statement.
- Maintains good working relationships with the Board of Directors and the community.
- Provides input for curriculum development and implementation of the After School Program.
- Informs the BEF Board and Beatrice Public Schools Superintendent of potential problems or concerns which may arise with the After School Program.
- Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of the latest trends.
- Maintains membership in appropriate professional affiliations if applicable.
- Performs other duties as assigned.

#### Knowledge, Skills & Abilities:

- Ability to maintain confidentiality of student information.
- Trained in First Aid and CPR for school age children (certification).
- Trained in Playground safety.
- Working knowledge of effective methods of managing, caring and promoting positive behaviors with children.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, students, and parents while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Demonstrates effective time management skills and work habits – regular, reliable attendance is required.

The Beatrice Educational Foundation provides equal employment opportunities to all individuals regardless of their race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.