



EMPLOYMENT OPPORTUNITY

Springfield Education Foundation

Executive Director Job Description

POSITION FUNCTION/PURPOSE:

Responsible for assisting the Springfield Education Foundation Board of Directors in planning, administration, supervision and implementation of a comprehensive development program that will complement and provide financial assistance to Springfield Public Schools.

MAJOR RESPONSIBILITIES:

1. Manage the organization, fund development, public relations and communications, and strategic/tactical planning.
2. Develop community relationships, direct marketing programs and events to cultivate, motivate, and solicit individual, foundation, and corporate donors.
3. Raise public awareness of the Foundation.
4. Coordinate and write grant and endowment requests for funds from the corporate and private sector.
5. Develop, manage and direct the Foundation's process of receiving, reviewing and awarding innovative educational grants that promote Springfield Public Schools' core mission.
6. Oversee the administrative tasks required to carry out the Foundation's mission and objectives.
7. Coordinate, cultivate and maintain a working relationship with Springfield Public Schools to accomplish the Foundation's mission and objectives.
8. Coordinate donations, invoicing, and donor-follow-up and recognition.
9. Coordinate and oversee major events.
10. Coordinate with the Board of Directors in the following activities: development of the Foundation's strategic plan; development of annual Foundation goals, action plans, and budgets; planning and execution of fundraising activities; communication and relationship building with the community, donors and potential donors, and district employees at the administrative and campus levels.
11. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

Proven history of meeting or exceeding fundraising goals

Ability to work with business, community and public entities

Ability to provide effective oral and written correspondence, proposals, marketing materials, grants, and donor solicitations

Strong organizational skills

Demonstrated understanding of budget and finance

EDUCATION:

Bachelor's degree; Master's degree preferred.

EXPERIENCE:

Eight years of combined experience in two or more of the following areas: non-profit management, fundraising, public relations, communications and marketing with experience in working for a Board of Directors.

SALARY:

The position starts at .75 FTE, with an annual salary of \$42,000. There is the potential of going to full time (1.0 FTE = \$56,000 annual salary) based on the board's future decisions.

BENEFIT PACKAGE:

Competitive Benefit Package: excellent full-time benefits including fully-paid Medical/Dental/Vision Insurance.

Two weeks of vacation (10 days), increasing to three weeks (15 days) after five years.

Seven paid holidays: January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day and day after Thanksgiving, Christmas day

The following monthly stipends are provided as a paid benefit:

Cell phone stipend	\$50 per month
Mileage stipend	\$50 per month
TSA stipend	\$100 per month

Send resume and letter of interest to: Springfield Education Foundation, 525 Mill Street, Springfield, OR 97477. For more information, call 541-726-3267.

Application Deadline: 3:00 p.m., Friday, December 18, 2009,

Springfield Education Foundation is an Equal Opportunity Employer and actively seeks minority applicants

Posting Date: Friday, November 20, 2009.