



# **Sparta Education Foundation**

## **Executive Director Job Description**

(To apply for the position of SEF executive director, please go to [Indeed.com](https://www.indeed.com).)

### **JOB SUMMARY:**

The executive director, in collaboration with the executive committee, is responsible for the overall administration and management of the Sparta Education Foundation (SEF) in fulfillment of its mission. Duties may include supporting and participating with the SEF board of directors in setting the strategy and direction of the SEF to fulfill the organization's mission in accordance with its governance and bylaws, program planning and evaluation, policy development and administration, grant management, event planning and implementation, personnel and fiscal management, and public relations. The executive director supports and reports to the SEF's board of directors, and partners with the board members as the primary face of the SEF to the community-

### **RESPONSIBILITIES:**

#### **Leadership and Management**

- Promote the vision and mission of the SEF.
- Provide strategic planning and administrative guidance in conjunction with the SEF executive committee.
- Coordinate with the executive committee to oversee the daily operations of the SEF.

#### **Fundraising and Fund Development**

- Develop overall fundraising plans to meet or exceed annual goals as approved by the Board.
- Initiate and be responsible for fundraising efforts such as major gifts, annual fund campaign, memorial and tribute programs, individual solicitations, alumni fundraising and corporate donors.
- Manage data input for donor software database, alumni database, and corporate donor database; analyze data and identify appropriate actionable items.

#### **Coordination of Current and Future Board Programs**

- Support the Grant Program operations and the SEF grant committee.
- Provide support to all SEF board committees.

#### **Board Relations and Board Communications**

- Work with the board president to ensure effective and efficient board committee structure and operations, including coordination of work within and across the board's committees.
- Assist the board president and committee chairs in planning meeting agendas and preparing materials for board meetings, committee meetings, and the annual planning meeting.

- Manage the recruitment, orientation and development of board members and officers, and ensure continued engagement of current board members and officers.
- Recruit and coordinate associate members and volunteers, and ensure they are actively engaged in their chosen activities.
- Provide regular updates to the board of the executive director's activities and status of annual goals.

### **Public Relations, Marketing, and Communication**

- Develop and implement a communications plan including timeline and marketing strategies.
- Utilize awarded grants in promotional and marketing resources and provide appropriate recognition to sponsors of grants and SEF events.
- Oversee the management of the SEF's website, all forms of social media, and an email database.

\* Liaison with school district staff.

- Liaison with community and business organizations by attending their meetings and promoting the SEF's goals and programs.

### **Financial Administration and Legal Compliance**

- In conjunction with the board finance committee, oversee and manage the financial procedures and policies and ensure all are up-to-date and accurate.
- Oversee the SEF investment portfolio in conjunction with the SEF finance committee.
- Oversee and coordinate the annual budget and monthly financials with the SEF's treasurer.
- Maintain a working knowledge of significant developments and trends in philanthropy and education foundations in general.
- Oversee compliance of the 501(c)3 status, timely and accurate legal and tax reporting, observance of SEF bylaws, and uphold fiduciary responsibility for donations and distribution of SEF's assets.

### **Skills:**

- Management experience including strategic planning is desired.
- Marketing, public relations, and fundraising experience desired.
- Effective oral and written communications skills [required](#).
- Self-motivated, self-disciplined, and results oriented required.
- Familiarity with donor software desired.
- Undergraduate degree desired
- Experience with financial software desired.

### **TERMS OF EMPLOYMENT:**

This position will be part-time with a flexible schedule averaging fifteen to twenty hours a week including some evenings and weekends. Salary will be based on an hourly rate as an independent contractor.