

## WE ARE HIRING: EXECUTIVE DIRECTOR

Part-Time (30 hours/week)

### ORGANIZATION

Founded in 1988, the Marion Independent School Foundation & Alumni Association is a 501c3 organization dedicated to supporting education for the benefit of Marion Independent School District students, schools, and the greater community. The Foundation encourages projects that enhance education, offers scholarships, and recognizes student and alumni accomplishments. For more information, please visit *Marion-Foundation.org*.

### OVERVIEW

The Executive Director (ED) of the Marion Independent School Foundation & Alumni Association, reporting to the Board of Trustees, will provide oversight of all daily operations, fundraisers, programs, campaigns, financial management and staff/volunteer supervision. Active participation in civic organizations and professional development opportunities are supported with board approval.

### QUALIFICATIONS

Position requires a 4-year degree in business, organizational administration, nonprofit management or related field and 3-5 years administrative experience including fund development, planned giving, programming and budget management. Experience in nonprofit sector is highly preferred.

### ACCOUNTABILITIES

The Executive Director will have overall strategic and operational responsibility for Marion Foundation staff/volunteers, programs, expansion, and execution of its mission. The ED will develop deep knowledge of operations, organizational culture, core programs, fundraisers, and community/business partners. This includes public relations, outreach, website (social media) management, public speaking, fundraising and overall leadership to the Board of Trustees.

- Actively engage and energize Marion Foundation volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Effectively manage the legal and fiscal responsibilities of the nonprofit organization.
- Demonstrate ability to engage existing donors and establish new donors and partners through planned giving, events and other means.
- Demonstrate strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Demonstrate strong written and verbal communication skills. Must be a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Possess passion, integrity, a positive attitude, and is mission-driven and self-directed.
- Develop, maintain and support a strong Board of Directors by seeking new trustees and cultivating existing board relationships.
- Work with staff to maintain an inviting and active physical office with regular hours to accommodate phone calls and visitors.

### REQUIREMENTS

Valid driver's license and ability to pass federal and state background checks per Marion Independent School District policy requirements.

### APPLICATION

Interested candidates should submit a cover letter and resume with subject line: Marion Foundation ED to [marion1foundation@gmail.com](mailto:marion1foundation@gmail.com).