

EXECUTIVE DIRECTOR

Full Time (up to 40 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) is a full-time employee of the Marion School Foundation (not the Marion Independent School District) reporting to the Board of Trustees. The ED provides oversight of all daily operations, fundraisers, programs, campaigns, financial management and staff/volunteer supervision. Workflow and hours can increase leading up to major fundraising events. Active participation in civic organizations and professional development opportunities are supported with board approval. The ED is supported by a part-time administrative assistant and outsourced accounting services. The position provides a flexible schedule and generous paid time off. We do not offer group medical, dental or retirement benefits, but can assist in establishing individual coverage/programs as part of overall compensation.

RESPONSIBILITIES

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 and social media management, public speaking, fundraising and overall leadership to the Board of Trustees.

- Execute established events (annual golf tournament) and develop other opportunities for growth with support from the board, committee members, volunteers, alumni, partnering organization and donors.
- Manage legal and fiscal responsibilities including the fiscal-year budget focusing on revenue growth and expense control.
- Engage existing donors and establish new donors and partners through fundraising, planned giving, events, grant writing and other means.
- Build relationships with alumni, reunion classes and alumni-owned businesses.
- Prepare and electronic delivery of semiannual Foundation newsletter. Provide general alumni support including reunion planning and management of alumni database.
- Manage requests for funding with assistance of the grant committee. Determine that requests fulfill the mission of the Foundation. Secure appropriate funding sources.
- Lead scholarship award process with assistance of the scholarship committee, including application and award presentations. Work with donors in management of existing funds and establishment of new awards.
- Demonstrate strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Prepare materials for monthly board meetings, facilitate on-boarding of new board members, and other duties as directed by the board.



QUALIFICATIONS AND ATTRIBUTES OF PREFERRED CANDIDATES

Position requires a bachelor's degree (business, organizational administration, non-profit management preferred) and 3-5 years professional experience. Candidates with a background in fund development, planning giving, grant writing, programming, and budget management in the non-profit sector are preferred. A valid drivers' license is required, and candidates must submit to state and federal background checks per Marion Independent School District policies.

- Detail-oriented and self-directed. Must have strong ability to create an independent work plan, and monitor work to ensure quality, accuracy, and thoroughness.
- Strong written and verbal communication skills. Must be a persuasive and passionate communicator in small and large group presentations, group facilitation and networking.
- Professional and approachable. Excellent interpersonal skills.
- Ability to work independently and as part of a team. Exhibit prioritization and time management skills.
- Able to multitask in a high-speed work environment; handle unexpected events with an upbeat, positive attitude; and change approach to best fit a situation.
- Strong computer skills and aptitude required. Advanced level proficiency with Microsoft Office, Google, and WordPress. Previous customer relationship management (CRM) or donor database experience preferred.
- Persons with strong connections to the greater Marion community, alumni, or district employees are encouraged to apply.

APPLICATION

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

Review of candidates will begin immediately and continue until the position is filled.