



**MORRIS EDUCATIONAL FOUNDATION
EXECUTIVE DIRECTOR**

The Morris Educational Foundation (MEF), is a 501(c)(3) nonprofit corporation, whose mission is to generate and distribute financial and other resources to and for the Morris School District (MSD) for enrichment programs, scholarships and other projects aimed at enhancing the quality of education and educational opportunities for students in the MSD. Through effective solicitation and distribution of funds, the MEF helps the MSD continue to be a model of visionary social and educational leadership in both the state of New Jersey and the country.

POSITION OVERVIEW

The Executive Director (ED) has responsibility for the overall leadership of the MEF, including its fundraising efforts, daily operations, execution of its strategic plan and promoting a culture of philanthropy. The ED reports to the Executive Committee of the MEF Board of Trustees (MEF Board) and works collaboratively with the entire MEF Board to carry out the organization's goals and policies. The ED brings a strong work ethic, positive attitude and a well- rounded array of competencies to building an effective management team and organizational structure that best serves the MEF's mission, vision and goals.

DUTIES AND RESPONSIBILITIES

Fundraising: Responsible for coordinating and executing a comprehensive strategy of fundraising in conjunction with MEF Board and Development Committee. A majority (75%) of the Executive Director's time and efforts will be expended on fundraising.

- Determine strategies for donor cultivation, acquisition, retention and stewardship
- Lead annual campaign and oversee outreach to various donor groups, including: parents, alumni, staff and Morristown community partners
- Outreach and build relationships with major sponsors of the MEF's primary fundraising event, Morristown ONSTAGE
- Write grant proposals – research, develop relationships with funders, and submit grant requests and reports to private and corporate foundations
- Analyze and report out to MEF board on fundraising analytics from CRM reports to identify opportunities and maximize fundraising efforts of the Board
- Partner with the Development Committee to brainstorm ideas for future fundraising opportunities
- Work with the Grants Committee to identify fundraising opportunities related to grant requests and MSD initiatives and needs
- Collaborate with the Marketing Committee to highlight grants, programs, and MEF impact at MSD to inspire giving across our donor categories. Also look for opportunities to increase awareness within the Morristown community



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Organization Leadership: Responsible for the day-to-day operations of the organization.

- Execute the strategic plan and mission of the MEF
- Develop relationships with the Board, staff, and key Morris School District staff to enable an open and collaborative culture that encourages involvement
- Work closely with Committee Chairs to coordinate efforts and focus on organization's mission and goals
- Work with the Treasurer and Committee Chairs to develop the annual budget which is approved by the MEF Board. Review monthly financial reports of fundraising and expenditures with active discussion on actual versus budget performance
- Manage three MEF employees/consultants to work as a team to effectively and efficiently execute operational tasks and support the Board in achieving goals

QUALIFICATIONS & SKILLS

- Minimum 5 years of professional fundraising experience
- Knowledge of all facets of development
- Proven track record in raising funds through individual giving with experience in cultivation and stewardship of major gifts
- Management experience leading staff and/ or experience as a non-profit board member leading volunteers
- Outstanding communication, time management and interpersonal skills
- Competent with all standard computer applications and experience using CRM software like Bloomerang, the MEF's donor management platform
- Passion for education and awareness of the Morris School District and Morristown community is a plus

COMPENSATION AND HOURS

- Exempt staff position, part-time at 25 hours per week
- Annual salary \$55,000- 60,000
- MEF office located in Morristown High School. Position works collaboratively with MEF staff, MEF Board and Morris School District staff. Majority of hours are in office, with flexibility around meeting offsite with donors
- Some evening committee meetings, including monthly Board meetings are required.

TO APPLY: Send Resume and Cover letter to: Careers@matchnpc.com

Application Deadline: May 31, 2024

Start Date: Immediate / Open