

TITLE: Executive Director—Wildcat Foundation

DATE: November, 2022

REPORTS TO: Wildcat Foundation Board of Directors

APPROVED BY: Board of Directors

ASSIGNMENT: Part-time/Full-time

JOB SUMMARY:

The Executive Director serves as ambassador for The Wildcat Foundation and has strong ties to the school district and community. The Director manages the daily operation of the Wildcat Foundation and assumes leadership in administrative and program support for the Board of Directors. The Director plans and implements public relations and special events to promote the mission and vision of the Wildcat Foundation in the community.

The Executive Director is the point of contact for all Foundation programs and fundraising activities and is visible in the school district and community. The position includes fund development, information management, project management, financial administration, program implementation and fiscal reporting.

This is a part to full-time salaried position with flexible hours and some opportunity for remote work.

ESSENTIAL FUNCTIONS:

Fundraising

- Works with the Board of Directors and appropriate committees to meet all aspects of the budget including the annual fund drive and special events.
- Submits grant requests and necessary grant reports to private foundations and state departments.
- Prepares solicitations and donor correspondence.
- Maintains donor records, pledge payment schedules, and prepares related invoices and receipts.
- Maintains a working knowledge of trends in non-profit, education foundations.

Financial Management

- Works with the Finance Committee to develop an annual budget.
- Reconciles bank statements and works with MASD accounting to collect data for monthly reports and annual audit.
- Records and deposits cash and check donations/payments.
- Approves all budgeted expense requests and monitors annual budget.
- Maintains all Foundation files, contracts, legal documents and processes correspondence and materials accurately, and handles all incoming/outgoing mail.

Grants, Scholarships and EITC

- Solicits internal grant applications, reviews applications and prepares for grant committee meeting.
- Monitors grant expenses and follow-up reports.
- Communicates with guidance staff and the Scholarship Committee to select scholarship recipients and processes scholarship payments.
- Submits annual EITC report and renewal application.
- Records all EITC expenditures
- Works with MASD teachers and staff to identify prospective EITC eligible programs and submits program descriptions to DCED for approval.

Board of Directors Relations

- Provides leadership in the identification and recruitment of new Board members when open positions exist, and orients new Board members prior to their first meeting.
- With the Board President, recommends mentors for new board members and provides information to both mentors and mentees.
- Attends Board meetings and works with Executive Committee to set agenda.
- Maintains accurate board and committee meeting minutes.

Public Relations and Outreach

- Executes the Marketing Plan in consultation with the Community Relations Committee.
- Serves as the Foundation's voice to outside agencies, organizations and the general public.
- Enthusiastically promotes the work of the Foundation and creates an awareness of its mission and accomplishments.
- Prepares written communications and press releases to create awareness about Foundation activities and events.
- Maintains the Foundation's website, ensuring it is accurate and current in its content: Assures utilization of the web site as a marketing and communications tool.
- Engages on social media (Facebook, Twitter and Instagram).
- Prepares and releases quarterly newsletter and annual report.

QUALIFICATIONS:

Professional fundraising experience and Bachelor's degree preferred. Strong technology skills and competency with electronic donor tracking systems. Exceptional communication skills with the ability to establish and maintain professional relationships with Foundation stakeholders. Ability to work independently. Proven project management skills.

PHYSICAL REQUIREMENTS:

The position requires sitting, standing, walking or moving throughout an office building, often for extended periods of the workday. Able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Valid driver's license and reliable transportation. Job is typical office environment. Other duties as assigned.

TO APPLY:

<https://www.applitrack.com/Mechanicsburg/onlineapp/default.aspx?Category=Extra+Duty&AppliTrackJobId=1616&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>