

# **Executive Director**

## **EAST AURORA EDUCATIONAL FOUNDATION**

**WORK SCHEDULE:** Part-time position, 20 hours per week

**REPORTS TO:** Foundation Board President

**SALARY RANGE:** \$25,000 - \$30,000

**MISSION:** "To enhance the educational experience of students in the East Aurora Union Free School District."

### **SUMMARY**

The Executive Director will work closely with the foundation board, leading the executive functions of the foundation while also moving fund raising efforts forward. This position is an exciting opportunity to help shape the future of the foundation, growing a network of relationships intended to build assets and increase the impact on education in the district.

This position requires initiative and sound management skills, technical knowledge and the ability to work effectively with district personnel, board members, donors and volunteers. The Executive Director will have superior public speaking skills, strong interpersonal skills, excellent oral and written communication skills and the ability to be self-directed toward the achievement of specific outcomes.

### **ESSENTIAL FUNCTIONS**

- The responsibilities of this position may include:
- Developing the foundation's relationship with East Aurora alumni including management of the annual Distinguished Alumni Event.
- Planning, organizing and implementation of the annual Celebration Event.
- Planning and implementing the annual fundraising drive.
- Implementing an effective program of public relations.
- Accurate record keeping, office management and the tracking of donations including the transition to "Bloomerang".
- Working closely to support the work of board officers and committee chairs.
- Other functions as may be assigned by the Foundation Board President.

### **REQUIREMENTS/QUALIFICATIONS**

- Bachelor's degree
- Experience in non-profit management.
- Strong organizational skills
- Superior public speaking and presentation skills
- Excellent oral and written communication skills
- Self-motivation and results orientation
- Ability to think creatively and strategically to further Foundation goals
- Understanding and adherence to high standards of ethics
- Superior computer skills including knowledge of donor management software.

### **WORK ENVIRONMENT**

For the most part, work shall be conducted at the foundation office in the Middle School. The Executive Director will also be expected to travel to events and locations in the East Aurora area in order to further the goals of the foundation.

Attach the completed and signed application form, cover letter, resume and two letters of reference to an email addressed to [eastauroraef@gmail.com](mailto:eastauroraef@gmail.com) or send to:

East Aurora Educational Foundation  
P. O. Box 732  
East Aurora, New York 14052

Applications are due no later than December 9, 2022.