

## **Abilene Education Foundation Executive Director Job Description**

*The Abilene Education Foundation is a 501c3 non-profit organization.  
Its mission is to inspire and enhance excellence in education for the students and teachers in AbileneISD.*

### **Primary Purpose:**

Responsible for the implementation of comprehensive internal and external development programs to provide financial assistance to the Abilene Education Foundation (hereinafter referred to as "Foundation") and to provide highly responsible and complex administrative support to the Board of Director (BOD).

### **Supervision Received:**

Receives policy direction from Education Foundation President and BOD. The position is an at-will employee and serves at the pleasure of the BOD. Although ED works closely with all of AISD, the ED reports solely to the AEF BOD.

Provides oversight and encouragement for volunteers and paid staff.

### **Essential Functions:**

These are the essential responsibilities and-duties, but are not limited to the following:

- Assist and support BOD in developing programs, organizational and financial plans both short and long-term, and carries out plans and policies authorized by the BOD.
- Assist BOD in developing programs to cultivate. Motivate and solicit individual, foundation, and corporate donors, which shall include the development and maintenance of a computerized system of donor information. - \_
- Develop, encourage and promote active board participation by volunteers in all areas of the foundation's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations. Keep the BOD fully informed on the condition of the organization and all important factors influencing it.
- Assist in the preparation and production of all publications, and development and maintenance of all mailing lists and audiovisual productions of the Foundation in support of its programs and goals.
- Establish and maintain sound working relationships and cooperative arrangement with community groups, organizations, school groups and campuses serving as the official representative and spokesperson of the Foundation.
- Represent the programs and point of view of the Foundation to the general public and maintain membership in appropriate professional groups, organizations, associations and community service clubs as directed or approved by the Executive Committee (examples include Kiwanis, Rotary, Junior League, etc.)
- Attend the Community Foundation of Abilene's Executive Director (BCED) monthly meetings as much as possible, and other ED professional development opportunities.
- Work with the appropriate committees and the BOD in preparing the budget; seeing the organization operates within the budget guidelines, ensuring that adequate funds are available to permit the organization to carry out its work.
- Conduct official correspondence for the Foundation jointly with the President and Secretary of the BOD, ensuring executing of legal documents with designated officers.
- Serve as a liaison between the Foundation and the Abilene ISD District and coordinate Foundation affairs with existing school/ community partnership programs.
- Perform other responsibilities as assigned by the BOD.

- Manage the day-to-day operations of the Foundation by:
  - Ensuring files from the Foundation are updated in a timely manner.
  - Managing Foundation telephone and all electronic inquiries and disseminates mail to appropriate Foundation Directors.
  - Scheduling facilities and providing arrangements for the Foundation's monthly BOD meetings and as requested for subcommittee meetings.
  - Updating and publishing the master Policies and Procedures for the Foundation, in cooperation with the BOD.
  - Recommending and administering policies as set by the BOD.
  - Monitoring donor information, history of giving and reports on giving trends.
  - Assisting auditors in preparation of annual audit.
  - Signing checks, approving all expenditures and following the internal policies and procedures for such items.

### **Knowledge, Skills & Abilities**

#### ***Knowledge***

- Operations, services and activities of a non-profit organization.
- Working knowledge of the area serving AISD, school experience in any area is preferred, but not required.
- Fundraising is an essential element of this position.
- Principles and practices of program development and administration.
- Budget preparation and administration.
- Recent developments, current literature and sources of information related to non-profits and Education Foundations.
- Modern office procedures, methods, and computer equipment.
- Methods and techniques of report preparation.
- Pertinent federal, state, and local laws governing non-profits.
- A willingness to learn new skills.

#### ***Skills & Abilities***

- Leadership experience in professional or civic (volunteer) setting.
- Ability to lead others, both staff and volunteers and work with varying personality types.
- Must have good organizational skills.
- Computer proficiency.
- Administer organizational goals, objectives and procedures.
- Grant writing experience is a plus, but not required. If none, must be willing to learn.
- Analyze and assess programs, policies and operational needs and make appropriate recommendations.
- Identify and respond to community and organizational issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- A willingness to work irregular hours as needed to carry forth Foundation's work and mission.

### **Minimum Education & Experience**

- Bachelor's degree in non-profit management, communications, education or business preferred. A bachelor's degree is required.
- A minimum of three years of business or non-profit experience. If experience is in another field of expertise (such as teaching), then volunteer/civic work may also be considered.

- Priority will be given to those with fundraising experience and a proven track record of grant writing/running successful fundraising campaigns.

### **Physical & Environmental Working Conditions**

- Standing or sitting for long periods of time.
- Preparing and presenting material in a formal setting.
- Operating assigned computer equipment
- Office environment with extended time at a computer screen.
- All office equipment and supplies will be provided to carry out functions of the position.
- Will require travel to various AISD campuses throughout the school year, a working vehicle is required.
- Business/office attire.
- Applicants who reside within Abilene ISD school district will be given priority over other applicants.
- Extensive on-the-job training will be provided full-time for two - three weeks, followed part-time (10hours a week) by current ED for 6 months up to one year (from hire date) or as needed.

### **Salary, Benefits, Practical Questions and Calendar**

- Starting salary is negotiable depending on experience.
- This position is year-round and is paid by the Foundation (not AISD). If applicant is a current AISD employee, he/she will leave the TRS system if he/she chooses to join AEF, and will then pay into Social Security. *Tentative start date is July 11, 2022, due to school calendar/schedule.*
- This position follows the 226 day calendar schedule in AISD. Foundation work may be required at times when AISD is closed (i.e. winter or spring break), and ED must be willing to stay flexible in order to carry out the work of the Foundation by working remote or coming to the office as needed.
- Salary is based off an average 40 hour work week. The position is not hourly and not eligible for overtime compensation.
- Although an at-will employee an employee agreement will be provided to the final candidate.
- Health benefits are provided by the Foundation for all full-time employees upto pre-determined amount.
- AEF promotes a supportive and caring work environment. The ideal applicant will adhere to our personal team values which are: trust, grit, encouragement, intentionality, transformation and confidence. Applicants must pass a background check.

***Interested applicants may submit a cover letter, resume, and at least two professional references - reference name, company name, phone number, e-mail and relation (i.e. supervisor, colleague, etc.):***

Abilene Education Foundation  
ATTN: ED Search Committee  
PO Box 1999  
Abilene, TX 79604

**OR** e-mail us the attached documents in a PDF format at [aefsearch@gmail.com](mailto:aefsearch@gmail.com). *If sent in another format it will not be accepted.* First round of interviews will begin in April/May.

***The Abilene Education Foundation is an equal opportunity employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, sexual orientation, age, disability or veteran status.***