



ROLE DESCRIPTION FOR EXECUTIVE DIRECTOR

Employing Organization: New Albany-Floyd County Education Foundation

Position Title: Executive Director

Reports to: Board of Directors

Location: New Albany, Indiana

Employment Type: Full-time, Salaried

About the Organization: The New Albany Floyd County Education Foundation is a not-for-profit organization with a mission to raise funds and awareness to provide vital supplemental resources and programming to the students, teachers, and schools of the New Albany Floyd County School Corporation through the generous support of the community.

Position Summary: The Executive Director is the chief executive officer of the New Albany Floyd County Education Foundation and is responsible for the organization's overall strategic, operational, and financial management. The Executive Director works closely with the Board of Directors, school district leadership, community partners, and donors to advance the foundation's mission of supporting New Albany Floyd County students, teachers, and schools.

Key Responsibilities:

Leadership and Strategic Planning:

- Develop and implement a comprehensive strategic plan to achieve the foundation's mission and goals.
- Provide visionary leadership to the organization, promoting innovation, growth, and impact.
- Act as a key representative and advocate for public education within the community, fostering strong relationships with stakeholders.
- Work with the Board of Directors to establish long-term goals and initiatives.

Fundraising and Development:

- Lead all fundraising efforts, including annual giving campaigns, planned giving, major gifts, grants, and events.
- Cultivate and maintain relationships with individual donors, corporations, foundations, and community partners.
- Develop strategies and take steps to grow the foundation's endowment fund.
- Identify and pursue new funding opportunities to grow the foundation's financial base.
- Ensure effective stewardship of donors and transparency in all fundraising activities.
- Oversee all aspects of the production of two major annual fundraising events: the *Education Celebration Gala* and the *Play FORE! Education Golf Scramble*.

Program Management:

- Oversee the development, implementation, and evaluation of programs that align with the foundation's mission and support public education.
- Collaborate with school district leaders, teachers, and community members to identify key areas of need and develop initiatives that address those needs.
- Ensure that all programs are executed efficiently, meet stated goals, and comply with legal and ethical standards.

Financial Management and Operations:

- Oversee the financial health of the foundation, including budgeting and financial reporting.
- Work with the Finance Committee to ensure sound financial management and transparency.
- Manage day-to-day operations of the foundation, including staff, volunteers, and contractors.
- Ensure compliance with all applicable laws, regulations, and policies.

Board Development and Governance:

- Collaborate with the Board of Directors to ensure effective governance and policy development.
- Assist in the recruitment, orientation, and training of new board members.
- Serve as a liaison between the board and staff, providing regular updates on foundation activities, financial performance, and program outcomes.
- Work with board leadership to plan and execute board meetings.

Communications and Public Relations:

- Serve as the public face of the foundation, promoting its mission, programs, and successes to the community.
- Develop and implement a comprehensive communications strategy, including social media, newsletters, press releases, and community outreach.
- Foster strong relationships with local media, school officials, and community leaders.
- Develop and grow relationships between the foundation and alumni of the NAFC school corporation.

Qualifications:

- Experience in nonprofit leadership, fundraising, or a related field, especially regarding major gifts and endowment building.
- Proven experience in fundraising, donor relations, and development.
- Strong leadership skills with the ability to manage and inspire staff, volunteers, and stakeholders.
- Excellent written and verbal communication skills.
- Experience working with a board of directors and in partnership with community organizations.
- Financial management experience, including budgeting and financial reporting.
- Passion for public education and commitment to the foundation's mission.
- Prefer a working knowledge of the New Albany-Floyd County community and school corporation.

Compensation and Benefits:

- Competitive salary commensurate with experience.

How to Apply:

Interested candidates should submit a resume, cover letter, and two professional references to Tyler Bliss, Executive Director: TBliss@NAFCS.org by Noon on October 14, 2024.

The New Albany-Floyd County Education Foundation is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.