

Hampton Education Foundation - Hampton City Schools

Executive Director Job Description

Position Overview:

The Hampton Education Foundation is seeking an Executive Director to serve as the point of contact for all Foundation programs with a major emphasis on fundraising activities. He/She will collaborate with the Foundation's Board of Directors and volunteers to meet the annual budget and program goals as well as serve as the Foundation's representative within the community and school district.

Responsibilities include:

1. Fundraising
 - Secure donations from both individuals, and organizations with an interest in propelling the mission of the Foundation.
 - Create and oversee events that secure donations for the Foundation
2. Public Relations
 - Promote the work of the Foundation via press releases, and participation in relevant community events.
 - Maintain the Foundation's website and social media presence.

Essential Job Functions:

- Fundraising (50%)
 - Work with committee chairs to assist the recruitment of volunteers to serve on board committees
 - Solicit individual and corporate prospects to maximize program and event sponsorships
 - Create and maintain donor databases (actual and potential)
 - Supervise the maintenance of accurate records of all fundraising activities
 - Share appreciation with donors by providing follow up and ongoing communications
 - Submit grant requests and necessary grant reports to private Foundations and state educational departments.
- Administration (20%)
 - Maintain office and software systems to support all development projects and program operations to include Foundation's fundraising database.
 - Coordinate with HCS on their payroll deduction campaign.
 - Work with HCS and HEF committees in managing all programs and services of the Foundation.
- Board Relations (10%)
 - Works with the Board of Directors to develop, monitor and communicate the organization's annual and long-term plans in reaching the Foundation's goals.
 - Attend board meetings and prepare reports as directed by the President of the board.
 - Serve as the secretary of the Board of Directors-preparing agendas and calendar with President's approval, reserving conference room, as well as preparing minutes, sending out reminders of meetings, and tracking attendance.

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- Public Relations and Marketing (20%)
 - Manage web and social media presence for the Foundation
 - Make presentations to businesses and individuals in the community to create awareness of the Foundation, our mission and to increase donor base.

Qualifications:

- Bachelor's degree required. Preferably in non-profit development or Marketing
- Fundraising or sales experience preferred
- Experience in managing volunteers/donor relations
- Event planning experience
- High energy level, persistence and self-motivation
- Organized and detail oriented - Outstanding oral and written communication skills

Other details:

- Hampton City Schools contracted position with the ability to work from home.
- Part-time. \$20/hour
- No other benefits are included with this position.

Interested candidates should send resume and cover letter to:

hcs-edfoundation@hampton.k12.va.us