

Maryville City Schools Foundation

Executive Director Job Description

POSITION DESCRIPTION

Maryville City Schools Foundation (MCSF) is an independent, community-based 501(c)(3) organization whose mission is to support the ongoing enrichment of educational programs for all students in Maryville City Schools. Chartered in 1991, MCSF seeks financial grants and donations of treasure, time, and talent from the community, creating a vital link between the private sector and the Maryville City Schools system. MCSF financially supports programs and learning opportunities that achieve academic excellence, for which Maryville City Schools are well-known statewide.

MCSF has three main pillars: funding requests awarded to teachers, administrators, and schools; the Children's Fund, which raises money to provide for the needs of economically disadvantaged students in Maryville City Schools; and four annual scholarship programs that are awarded to schools or students.

The Executive Director is the primary public face of MCSF. The Executive Director has the primary responsibility for overall leadership of the foundation, including community engagement, executing the strategic/operational plan, fundraising and fiscal management, and oversight of all scholarships and funds.

In addition to successful experience as a manager and leader, the Executive Director must have the ability to leverage the strength of relationships and existing networks, as well as capacity to collaborate across a wide spectrum of community leaders, including private, public, and corporate sectors. The Executive Director must have the ability to serve as a visible, effective advocate for educational and leadership development and be successful at generating resources and financial support for MCSF.

The Executive Director is responsible for the day-to-day management and administration of MCSF with strategic direction from the Board of Directors and guidance from the Executive Committee. The Executive Director plans, organizes, and directs MCSF's administrative operations, programs, and development activities. The Executive Director provides direction and supervision of office staff and volunteers and serves as the primary liaison between MCSF and Maryville City Schools.

The Executive Director's specific duties and responsibilities will be regularly reviewed and realigned with MCSF's strategic plan, which has three areas of focus: Financials and Fundraising, Communication and Engagement, and Operations.

DUTIES AND RESPONSIBILITIES

Board Relations

- Partner with the Board of Directors to craft organizational goals and develop strategies to ensure they are achieved
- Ensure coordination and alignment of all foundation activities to strategic direction in the areas of fundraising, communications, and promotion and growth of the grants program
- Communicate regularly with the Board to keep them fully informed on the current state of MCSF and other key factors affecting the health of the organization
- Provide direction to the Board and related committee chairs for developing and implementing practical short-term and long-term goals based on the strategic plan

- Keep the Board updated on nonprofit and education-related trends and information
- Communicate consistently and effectively to the Board on significant operational, financial, or strategic issues
- Assist in the recruitment, selection, and orientation of new board members, officers, and committee members

Communications

- Work with the leadership of Maryville City Schools' parent/teacher/family organizations to educate them regarding MCSF's mission, activities, and impact; seek opportunities for partnerships
- Develop and implement strategies for effective communication with past, current, and potential donors
- Implement community awareness campaigns
- Serve as a spokesperson for MCSF with a focus on building awareness of MCSF, its mission, and its activities
- Oversee all printed, website, social media, and electronic communications
- Develop and maintain relationships with local media to promote mission and events

Fundraising

- Direct all fundraising efforts, including major gift solicitation, grant writing, corporate sponsorships, annual appeals, and other individual giving
- Be proactive in securing funding for the organization by initiating, strengthening, and cultivating relationships with businesses, community leaders, alumni, and other investors to expand funding sources and funding partnerships
- Coordinate and manage events and assist in assembling event committees
- In collaboration with the Fund Development Committee, develop and implement a plan to diversify and expand MCSF's funding base
- Maintain donor relations and coordinate opportunities for appreciation luncheons and other stewardship activities
- Identify, apply for, and report on grant opportunities

Promotion and Growth of Grants Program

- Work closely with the Director of Schools, Principals and their staff, and the School Board to be informed of the needs of the school system while educating them on the MCSF grant request process
- Promote and build awareness of grant-funded activities and projects
- Evaluate the efficacy of grants to help shape future MCSF partnerships

Administration and Operations

- Lead, guide, and direct the overall management of MCSF
- Initiate and implement the development of organizational budgets, policies, and procedures
- Manage relationship with East Tennessee Foundation (ETF) and keep Board informed of ETF account developments and changes
- Coordinate with scholarship funding bodies or individuals and administer scholarship programs following their specific requirements
- Maintain the historical record of all MCSF activities, including grants funded, dollars raised, and noteworthy event and project documentation

JOB QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Excellence in leadership and management with the ability to set and achieve strategic objectives
- Ability to create and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong organizational, administrative, and time management skills
- Strong written and verbal communication skills as a persuasive and passionate communicator
- 3-5 years' supervisory experience preferred
- Professional experience in the nonprofit field with direct experience in fundraising and special events preferred
- Successful history of leadership in the areas of program planning, innovation, and organizational growth; demonstrated ability to provide leadership to new program development
- Broad base of computer knowledge, including the ability to use MS Office, QuickBooks, and CRMs
- Familiarity with the Maryville, TN community is preferred

ADDITIONAL INFORMATION

- This is a full-time position that may require occasional evenings and weekend work

SALARY AND BENEFITS

Salary Range: \$50,000 to \$60,000 depending upon experience with potential for annual bonus

Health Benefits:

- While group health insurance cannot be offered at this time, a Health Reimbursement Arrangement (HRA) is available

Other Benefits:

- Flexible and remote working options
- Generous paid time off (PTO) and sick leave
- Mileage reimbursement
- Cell phone reimbursement
- Stipend for professional development opportunities