

Shenandoah Education Foundation Executive Director Search

Position Summary:

Do you have a passion for deeply impacting the lives of students and educators in Shenandoah County, Virginia? Established in 2009, the Shenandoah Education Foundation (SEF) supports great teaching and innovative learning in the public schools of Shenandoah County, Virginia. SEF seeks a motivated and creative self-starter to fill the role of Executive Director.

The Executive Director will report to the Board of Directors at their monthly meetings. This is a salaried, part-time position requiring approximately 10 hours per week, although work will be concentrated around events and fundraising appeals. Salary will be commensurate with experience. Office facilities will be provided, and approved expenses will be reimbursed. No other benefits will be provided.

Key Responsibilities:

- Develop and maintain calendar of annual meetings and events, including fundraising events, community events, public school events at which SEF representatives should be present, and seminars
- Work with fundraising committee to plan and execute all community and fund-raising events, including securing venues, entertainment and refreshments
- Publicize planned events, including through social media platforms, newsletters, newspaper notices, press releases and other promotional materials
- Maintain donor database, and prepare periodic reports to the board regarding donor participation
- Prepare all donor communications, including IRS-required acknowledgements and thank-you letters to donors
- Assist in the identification of grant funding opportunities and preparation of funding requests
- Identify potential corporate sponsors and coordinate funding requests with board members
- Update and maintain SEF website and social media platforms
- Complete all required reporting requirements, including annual corporate reports and tax filings

Qualifications and Skills:

- Proven knowledge of effective marketing and communications strategies in the non-profit arena
- Excellent written, public speaking, and interpersonal communication skills with the ability to engage community, donors, and volunteers from diverse backgrounds.
- Ability to work well under pressure, handle multiple projects simultaneously, and manage work under tight deadlines.
- Prior participation with Shenandoah County Public Schools preferred

To Apply: Send resume and cover letter to Gary Vaughan, President Gary.Vaughan@emp.shentel.com. For more information visit our website: shenandoaheducationfoundation.org