

TRENTON EDUCATIONAL FOUNDATION

CHAIR

LINDA KELL
Leadership Development
Wayne RESA

EXECUTIVE DIRECTOR: Part Time

VICE-CHAIR

JENNIFER TAYLOR
Early Childhood Consultant
Wayne RESA

JOB SUMMARY

The Executive Director is responsible for leading, supervising and administering all aspects of the Trenton Educational Foundation. The Director will determine the appropriate Board structure, while working in close collaboration with the Foundation's Board of Directors. Responsibilities include, but are not limited to, fundraising and fund development, public relations and marketing, Board relations and communications, grant process administration, and financial management and administration. The Executive Director reports to and supports the Foundation's Board of Directors.

Second VICE-CHAIR

ERIC FRENCH
Systems Engineer, Retired

TREASURER

LAURA TROSIEN
Trenton Educator, Retired

Assistant TREASURER

NORRIS BLACKLEDGE
Comerica Bank, Retired

SECRETARY

MAX MONAS
Trenton Educator, Retired

Responsibilities and Requirements: *See attached document*

Assistant SECRETARY

MIKE McCULLOUGH
Trenton City Treasurer

TERMS OF EMPLOYMENT

This position will be part -time with a flexible schedule and work location. Evening meeting and fundraising event must also be attended. Salary is commensurate with experience.

DIRECTORS

TIMBER BAUN-CROOKS

Timber's Hair Salon
Trenton City Council

APPLICATIONS

Please submit a cover letter with your resume including 3 references to the contact information listed below. Email: trentoneducationalfoundation@gmail.com

THOMAS DICKMAN

Chrysler Corp., Retired

PAUL FROST

Frost Insurance, Retired

CONTACT INFORMATION

EX-OFFICIO DIRECTOR

DOUG MENTZER

Superintendent
Trenton Public School

Thomas Dickman: Board Member 1-734-673-2743

Trenton Educational Foundation

2603 Charlton Rd

MAEGAN DRAKE

President
Trenton Board of Education

Trenton, MI 48183

2603 Charlton Road, Trenton, Michigan 48183
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Executive Director Responsibilities:

Trenton Educational Foundation

FUNDRAISING AND FUND DEVELOPMENT

Develop overall fundraising plans to meet or exceed both short and long-term fundraising goals as established by the Board.

- **Initiate** and be responsible for fundraising efforts including events, major donors, annual fund campaign, corporate gifts, memorial & tribute programs.
- **Lead** fundraising efforts for corporate, community, staff, parent, and alumni support.
- **Oversee** increasing diversification of revenue.
- **Manage** accurate and up-to-date data input for donor, alumni, and corporate donor software database; analyze data and identify appropriate actionable items.
- **Identify** and develop new partnerships with business and community leaders.

PUBLIC RELATIONS/MARKETING

- **Assure** that the TEF's mission and programs are consistently and accurately marketed and communicated to relevant stakeholders.
- **Develop** and implement a public relations plan including timeline and marketing strategies.
 - Review and maintain the TEF website.
 - Utilize all forms of social media.
 - Increase overall visibility of the organization.
- **Implement** an overall marketing plan that involves School Administration, Board of Education, Parents, Parent-Teacher Organizations, Local Businesses, Community at Large, Alumni and Donors.
 - Newsletters (two times a year) mailed to Donors.
 - Email blasts (newsletter, flyers, reports, announcements, promotional videos) promoting TEF to build a legacy of good stewardship and good engagement.

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BOARD RELATIONS AND COMMUNICATIONS

- **Provide** administrative, consultative, and strategic support to the TEF Board and the committees to facilitate efficient implementation of the strategic plan.
- Actively **participate** in appropriate executive/board committee meetings and assists with operational planning and coordinates communication among the various committees.
- **Work** with the TEF Board to identify potential trustees who have the necessary qualifications to serve on the TEF Board.

Grant Process Administration:

- **Research** and apply for grants that would support TEF in its mission.
- Continually work with the TEF Board and its Grant committees to administer all grant programs.
- Continually **work** with the TEF Board and its Scholarship committee to administer all scholarship programs.
- **Be** the primary point of contact for all communications with Trenton Public Schools regarding the grants and scholarships application process.
- **Keep track** of all documents both current and historical regarding TEF grants and scholarships.

FINANCIAL MANAGEMENT AND ADMINISTRATION

- **Maintain** a working knowledge of significant developments and trends in philanthropy and education foundations.
- **Uphold** fiduciary responsibility for donations and distribution of TEF assets.
- Attend Michigan Education Foundation meetings regularly.
- **Oversee** compliance with 501(c)(3) status requirements, prepare the Annual Report, facilitate timely and accurate fulfillment of legal and tax reporting requirements of the TEF and oversee an annual audit.
- **Work** with Finance Committee to prepare the Annual Budget.
- **Update** policies and bylaws as needed.

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Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions:*

Education and/or Experience:

- Preferred Bachelor's degree or an equivalent combination of similar experience and or training, in a job-related field that enables performance of all aspects of this position.
- Highly effective organizational skills.
- Ability to work autonomously within an organization.
- Computer and office application software expertise, knowledge of database systems and reporting, windows operating systems and software applications.
- High level of communication and interpersonal skills to interact effectively.
- Ability to problem solve, especially when it comes to technology issues.
- A documented history of maintaining quality assurance and data integrity, as well as an understanding of the protocols related to confidentiality.

Language Skills:

Ability to read and understand financial reports, and legal documents. Ability to respond to common inquiries or complaints from the community, schools and regulatory agencies.

Mathematical Skills:

Skilled use of spreadsheet software (specifically Excel) to manipulate data for export, import, and reporting purposes.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

Understands and adheres to the TEF by-laws and mission statement.

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Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires periods of sitting and looking at computer screen as well as operating other office equipment.

Position requires the ability to physically navigate throughout buildings.

Position involves frequent lifting up to 20 pounds.

Position involves listening, speaking clearly and visual acuity.

Position involves frequent and repetitive action on a keyboard.