

Executive Director - full time

Job Description

Under the direction of the Board of Directors, the Executive Director (ED) acts as the Chief Administrative Officer directing and managing the day-to-day business affairs of the Yakima Schools Foundation. The Executive Director is responsible for facilitating all development and fundraising efforts to advance the foundations growth and development.

The responsibilities include without limitation the following:

Functions and Responsibilities:

Community Development - promotes and represents the YSF within the community.

- Social Media - Facebook, Twitter, Instagram, YouTube, LinkedIn
- Newsletter - electronic and paper
- Radio and TV
- Website
- Community Organizations
- Other communications as necessary

Yakima School District Liaison - promotes and represents the YSF within the Yakima School District. Works with the YSD Superintendent and other administrative staff regarding YSF programs and special projects.

- School Payroll Deduction presentations
- Fundraisers - COY, Hoptemberfest, Year End Holiday Campaign
- YSD Grants

Fundraising - works with event chair/co-chair to establish event timeline and ensure adherence to the timeline in order to achieve financial goals. The annual budget, as approved by the Board of Directors, dictates amounts to be raised. Actively participates in all fundraising events.

- COY - event sponsors and table sponsors
- Hoptemberfest - event sponsors and table sponsors
- Year End Holiday Campaign - prepare funding campaign letter

Donor Development - develop and maintain ongoing relationships with major individual and corporate donors. Cultivate a database of potential new individual, corporate and in-kind donors.

Endowment Development - build a database of individual and corporate donors, grants and other sources of funding in order to increase the value of the YSF Endowment Funds.

- Create a strategy to implement a Capital Campaign

Grant Development - research and develop a database of grant opportunities available to the YSF. Prepare, submit and track the outcome of grant proposals. Pursue grant funding for a specific project when directed by the Allocations Committee.

YSF Office - first point of contact for the foundation.

- Answer incoming phone calls and voicemail messages in a timely manner
- Receive and process incoming mail and email
- Prepare and/or edit internal and external correspondence including letters, faxes, emails and memos
- Maintain office space, equipment and supplies
- Establishes and maintains all contracts entered into by the YSF
- Act as purchasing agent for the foundation
- Prepare back up of computer system per schedule
- Orients, schedules and supervises volunteers

Financial Management - budgeting and accounting, monthly financial activities, and tax reporting obligations of the Foundation.

- Prepare and make bank deposits
- Prepare income and expense records for entry to QuickBooks
- Reconcile monies received from fundraising events
- Monitor acquisition and allocation of donations and insure preparation of related correspondence
- Reconcile the annual YSD Grant Funding Invoice
- Prepares the Annual Budget in conjunction with the Treasurer
- Assists in establishing the short and long range goals of the YSF
- 990 Preparation
- Supervise the bookkeeper

Meetings of the Board and committees - prepare meeting agendas and packets for delivery to Board and committee members prior to the scheduled meeting.

- Board meeting - monthly, September - May
- Allocations committee meeting - monthly, September - April
- Strategic Planning meeting - June or July
- Other committees as scheduled/needed
- Ensure YSF, BOD and committee compliance with established policies and procedures
- Attend all Board and committee meetings except when the ED's personal status is under consideration
- The ED is a non-voting member of the board and all standing committees

YSD Grant Funding / Allocations - YSF contact for teachers and administrators regarding the YSD Grant Program and system.

- Assist teachers and administrators with completing and submitting a grant request via the YSD Grant System
- Process incoming grant requests for Allocations Committee
- Maintain accurate Allocations records
- Maintain and update record of funds available to Allocations Committee
- Prepare notice of grants awarded after BOD approval for grant recipient and YSD

Scholarships - facilitate annual scholarship awards.

- Notify school administration of available scholarships

- Establish scholarship review committee
- Notify scholarship recipient and YSD of award
- Prepare press release

Recordkeeping - maintain all files and records of the YSF in an organized and efficient manner.

- Maintain and update databases - master donor list, donations received, thank you letters, tax receipts, etc.
- Board of Directors and committee meetings
- Fundraising Activities
- Donor and Endowment Development
- Grants and Scholarships
- Financial reports
- Investment and banking statements
- Tax statements and 990's
- Adherence to established records retention schedule

Annual Calendar - maintains and updates the YSF annual calendar.

- Fundraising events for YSF and other non-profit organizations
- Board and committee meeting dates
- Filing/reporting deadlines for taxes, 990, state certifications, etc

Strategic Planning - assists in establishing short and long range goals of the YSF.

- Facilitates the Strategic Planning meeting

Communications - Prepare and/or edit internal and external correspondence including letters, faxes, emails and memos.

- Newsletters - electronic and paper
- Direct mail fundraising

Qualifications and Competencies:

Strong administrative, organizational, time management and leadership skills.

Proficient in commonly used computer applications including Microsoft Office, Outlook, Adobe, Internet and Social Media.

Knowledge of Quickbooks, Mail Chimp and Go Daddy website management a plus.

Excellent oral and written communication skills.

Effective promotional skills including working with the press and media.

Ability to make effective and decisive decisions.

Demonstrates competent fiduciary responsibility.

Proven track record in fundraising, grant writing and fund development.

Self-motivated, result oriented with the ability to prioritize work flow and work effectively with minimal supervision.

Ability to interact effectively with individuals of diverse backgrounds.