EXECUTIVE DIRECTOR

Location: Yakima, WA  
Job Type: Executive Management  
Base: $45,000 - $55,000  
Nonprofit  
Employee Type: Full-time, Exempt  
Req'd Education: Bachelor's Degree  
Req'd Experience: 3 - 5 Years  
Industry: Non Profit  
Manages Others: Yes  
Relocation Covered: No

FUNCTION: Under the direction of the Board of Directors, the Executive Director 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 foundation’s growth and development.

DUTIES AND RESPONSIBILITIES:
• Community Development - promotes and represents the YSF within the community
• 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
• Fundraising - works with event chair/co-chair to establish event timelines and ensure adherence to the timelines in order to achieve budgeted financial goals
• 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 and supporters.
• 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
• Grant Development - research and develop a database of grant opportunities available to the YSF. Prepare, submit and track the outcome of grant proposals
• YSF Office - first point of contact for the foundation. Answer phone calls, voicemail and email. Process incoming mail and requests. Maintain office space, equipment and supplies
• Financial Management - budgeting and accounting, monthly financial activities, and tax reporting obligations of the Foundation
• Fundraising - actively participates in all fundraising events. Provides administrative support to event chair/co-chair and committee
• Meetings of the Board and committees - prepare meeting agendas and packets for delivery to Board and committee members prior to the scheduled meeting
• YSD Grant Funding / Allocations - YSF contact for teachers and administrators regarding the YSD Grant Program and system. Maintain accurate and complete records of the Allocations Program
• Scholarships - facilitate and develop new annual scholarship awards
• Recordkeeping - maintain all files and records of the YSF in an organized and efficient manner
• Annual Calendar - maintains and updates the YSF annual calendar
• Strategic Planning - assists in establishing short and long range goals of the YSF
• Communications - Prepare and/or edit internal and external correspondence including letters, faxes, emails and memos
EXPERIENCE AND QUALIFICATIONS:
• Bachelor's Degree Preferred
• Three to Five (3-5) years development/administration/office-management experience or combination of relevant work experience and education (Non-Profit experience preferred)

KNOWLEDGE AND SKILL REQUIREMENTS:
• 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 timely, 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

LICENSES/SPECIAL REQUIREMENTS:
Valid Washington State Driver’s License and Evidence of Insurability/Insurance required.

WORKING ENVIRONMENT:
A combination of office-based work setting and attending off site meetings and events

REPORTS TO: President of the Board of Directors

SUPERVISES: College interns and volunteers

COMPENSATION/BENEFITS:
$45,000-$55,000 Annual Salary
Healthcare Allowance, Sick Pay, Vacation, Holidays
Phone Allowance

Interested applicants must submit their resume and cover letter to Director@YakimaSchoolsFoundation.org by the primary consideration date of May 15th, 2020.