

San Marcos CISD Education Foundation  
Executive Director

Job Description

**POSITION FUNCTION/PURPOSE:**

Responsible for the planning direction, development, administration, supervision and implementation of a comprehensive development program that will complement and provide financial assistance to the San Marcos Consolidated Independent School District; as well as, progress reports and financial data to the Board of Directors of the San Marcos CISD Education Foundation.

**MAJOR RESPONSIBILITIES:**

1. Develop and implement a strategic plan which includes a strong fund raising initiative.
2. Manage the organization, fund development, public relations and communications, and strategic/tactical planning.
3. Develop community relationships, direct marketing programs and events to cultivate, motivate, and solicit individual, foundation, individual and corporate donors.
4. Raise public awareness of the Foundation.
5. Coordinate and write grant and endowment requests for funds from the corporate and private sector.
6. Develop, manage and direct the Foundation's process of receiving, reviewing and awarding innovative educational grants that promote the San Marcos CISD core mission.
7. Oversee the administrative tasks required to carry out the Foundation's mission and objectives.
8. Coordinate, cultivate and maintain a working relationship with the San Marcos CISD to accomplish the Foundation's mission and objectives.
9. Coordinate and oversee major events.
10. Coordinate with the Board of Directors in the following activities: development of the Foundation's strategic plan; development of annual Foundation goals, action plans, and budgets; planning and execution of fundraising activities; communication and relationship building with the community; donors and potential donors, district employees at the administrative and campus level.
11. Maintain financial records and perform basic bookkeeping responsibilities for review by the Treasurer.
12. Performs all other tasks and duties as assigned by Board and/or Executive Committee.

**QUALIFICATION REQUIREMENTS:**

Proven history of meeting or exceeding fundraising goals.

Proven history of grantwriting.

Demonstrated ability to work with business, community and public entities.

Demonstrated ability to provide effective oral and written correspondence, proposals, marketing materials, grants, and solicitations.

Demonstrated strong organizational skills.

Knowledge of public education or school district organization.

Knowledge of volunteer management techniques.

**EDUCATION:**

Bachelor's degree; Master's degree preferred.

**EXPERIENCE:**

Preferred - five years of experience in two or more of the following areas: non-profit management, fundraising, public relations, communications and marketing, and experience working for a Board of Directors.

**COMPENSATION & BENEFITS**

Salary range \$50,000 - \$60,000 depending on qualifications. Incumbent will be responsible for his/her own benefits and retirement. Expectations are that the Foundation will be completely self-sufficient within three years.

**CLOSING DATE**

May 31, 2009

**SEND RESUMES AND THE NAMES OF THREE (3) PROFESSIONAL REFERENCES TO:**

[information@foundationinnovation.com](mailto:information@foundationinnovation.com)

*or mail*

Foundation Innovation, LLC

Attn: San Marcos Search

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Buda, TX 78610