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# Executive Director, NEEF - Partners in Education(Job Id 17764)

**Location:** Richard A Middleton Education Center

**Post Date:** 05/27/2021

**Category:** Central Office Business Professional

**Close Date:** 06/06/2021

**Employment Type:** Employee

## Description

**RESUME MUST BE SUBMITTED WITH APPLICATION**

Location: Richard A Middleton Education Center

Work Schedule: 12 Months

Work Type: Regular Full-Time - A1

Exempt: Yes

Pay Range: \$116,879-\$ 134,343

[Click here to view compensation information for Exempt Salaried jobs](#)

[Click here to calculate pro-rated compensation](#)

### EDUCATION AND EXPERIENCE:

Bachelors Degree

Master's Degree, preferred

Experience in working with the business community

Experience in working with internal and external customers to build school/business/community partnerships

Degree or strong background in educational leadership, business or public relations, preferred

*High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.*

**PRIMARY PURPOSE SUMMARY:**

The Executive Director - North East Educational Foundation (NEEF) will continue to perform the roles and responsibilities currently performed by the Director of Partnerships and Development. Assumes all responsibilities necessary to run the day-to-day operational functions of the Foundation. Implements development strategies as directed by the NEEF Board of Directors with the purpose of increasing funds for teacher grants.

**ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:**

1. Implements North East Independent School District (NEISD) Partners in Education Program.
2. Demonstrates leadership in building and maintaining community and business partnerships that support school/district and Foundation goals.
3. Coordinates with NEISD Grants Department for submission of competitive grant applications.
4. Establishes internal accounts for funded grant projects and monitors budgets to ensure funds are expended according to district and funder policies.
5. Supervises completion and submission of progress and financial reports on funded projects, including Education Foundation grants.
6. Coordinates volunteer efforts with NEISD staff.
7. Develops and maintains internal relationships.
8. Coordinates all meetings, functions, and events of the NEEF Board of Directors.
9. Performs all day-to-day functions to ensure effective and efficient NEEF operations.
10. Plans, directs, and supervises the preparation and production of all publications, development, and maintenance of all mailing lists and audiovisual productions.
11. Serves as liaison between NEEF and NEISD.
12. Maintains database of foundation donors and prospective donors.
13. Coordinates Foundation affairs with existing school/community partnership programs.
14. Maintains membership in appropriate professional groups, organizations, associations, and community service clubs.

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15. Plans, directs, and supervises implementation of the foundation internal and external public relations programs.
16. Administers the community development department and Foundation budgets and ensures that programs are cost-effective and funds are managed wisely.
17. Compiles budget and cost estimates based upon documented program needs.
18. Implements fundraising plans and strategies as directed by NEEF Board of Directors.
19. Maintains confidentiality of information.
20. Reports to work on time every day.
21. Performs additional duties and accepts other responsibilities as may be assigned.

**QUALIFICATION REQUIREMENTS:**

- Comprehensive knowledge in community relations/involvement, volunteer coordination and fund raising
- Knowledge of 501(c)(3) organizations
- Strong communication skills, written and oral
- Excellent interpersonal skills, organization, time management, computer skills and special events
- Skilled in making small and large group presentations
- Ability to interpret policy, district, and foundation procedures
- Ability to maintain emotional control under stress
- Valid Texas Drivers License with driving record that meets the requirements of the District

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**While all applications will be reviewed, not all applicants will be interviewed.**

**NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**