

# Hays Consolidated ISD

## Hays Education Foundation Executive Director (PUB BP - TBD)

### JOB POSTING

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#### **Job Details**

*Title*

**Hays Education Foundation Executive Director**

*Posting ID*

**PUB BP - TBD**

*Description*

**Wage/Hour Status:** Exempt

**Pay Grade:** Exempt EFBP1/226 Days

#### **Primary Purpose:**

The Executive Director communicates and drives the Hays CISD Education Foundation's (HEF) vision and provides personal leadership to the Board and staff in developing financial resources, maintaining relationships with HEF's constituents, and linking the community's resources to the education needs of the Hays CISD. The Executive Director reports to and works in partnership with a volunteer board of directors.

#### **Qualifications:**

##### **Minimum Education/Certification:**

Bachelors' degree in business administration, public relations, communications or a related field.

##### **Special Knowledge/Skills:**

Demonstrable record of successful marketing, communications, grant writing, and fundraising

Ability to create, organize, and implement community events and activities

Ability to work collaboratively with business, community, and public entities

Knowledge of nonprofit financial reporting requirements

Knowledge of endowment fund management

Ability to manage budget and personnel

Strong organizational, interpersonal, and communication skills, including speaking to large audiences

Proficient in the use of donor management, fundraising, and social media software

Ability to work independently with little direction

##### **Experience:**

Five years of nonprofit management, fundraising, communications and marketing experience

##### **Major Responsibilities and Duties:**

##### **Fundraising/Resource Development:**

1. Develops, implements, and provides overall direction of all fundraising activities.
2. Generates a significant proportion of each year's revenue.
3. In coordination with the Board of Directors, creates written long and short-range plans for HEF fundraising.
4. Involves Board and other volunteers in development activities, effectively utilizes resources, and provides fundraising training for volunteers as appropriate.
5. Cultivates donor relationships to generate multi-year giving options and revenue growth.
6. Expands HEF's funding base by identifying and capturing other sources of revenue, while continuing to nurture the engagement and participation of its long-standing funding partners.

##### **Community Relations and Awareness:**

7. Represents HEF within the community, including the Hays CISD, and develops positive public relations and ongoing support.
8. Facilitates production and implementation of marketing activities and materials that promote and enhance brand awareness of HEF.
9. Participates in community and networking organizations to further the mission of HEF.
10. Acts as the "Face of the Foundation" in the community and at HEF activities and events.

**Programs and Services:**

11. Develops, implements, and provides overall direction of programs and services consistent with HEF's mission and resources that also complement the goals and needs of Hays CISD.
12. Evaluates HEF programs and services in relation to specified goals and standards, and recommends modifications as needed.
13. In coordination with the Board of Directors, creates written long and short-range plans for HEF programs, services, and activities.

**District Partnerships:**

14. Maintains an active and collaborative relationship with Hays CISD staff to ensure aligned priorities between HEF and the District.

**Administration and Planning:**

15. Oversees development of long-range goals, annual work plans, and strategic plans.
16. Recommends to the Board and/or assists in the formation of policies for the optimum operation of HEF.
17. Follows all rules, regulations, and policies of HEF, and ensures implementation of HEF policies adopted by the Board.
18. Assumes chief administrative responsibility and legal obligations for public accountability of HEF, maintenance of HEF assets, and regular reporting to official parties.
19. Assures maintenance of HEF files, databases and documentation.
20. Provides on-going communication with all constituencies, including donors, volunteers, program participants, HEF Board members, staff, and Hays CISD.
21. Oversees preparation of HEF budgets and monthly reports, and is accountable for control of financial resources once budgets are approved.
22. Provides leadership, direction, and development for key staff and volunteers, and provides regular evaluations of their performance.

**Other:**

23. Comply with HEF and District policies, as well as state and federal nonprofit laws.
24. Uphold the strictest of confidentiality, and operate in an ethical manner.
25. Participate in professional development programs, meetings, and special events as needed, sometimes outside of traditional workday hours.

**Supervisory Responsibilities:**

May supervise clerical personnel

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be

required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

*Shift Type*

**Full-Time**

*Salary Range*

**\$398.23 - \$464.60 / Salary (Exempt)**

*Location*

**Public Information**

**Applications Accepted**

*Start Date*

**04/14/2023**