

# **Job Description**

## **Executive Director - Hammond Education Foundation**

***Mission: Supporting Extraordinary Learning Experiences to Help Students Succeed***

The Executive Director, under the supervision of the board of directors shall provide leadership for developing, planning, and coordinating all activities of the Hammond Education Foundation (HEF) a 501 c 3 volunteer organization. Main responsibilities lie in the areas of fundraising and program development, delivery, and reporting of results.

### **Objectives:**

1. Assure the long-term viability of the foundation
2. Assure sufficient funding is present to support selected initiatives critical to students attending the School City of Hammond (SCH) within the approved budget of HEF

**Specific Duties and Responsibilities:** The Executive Director shall work with the executive committee and other and all foundation committees to assure successful achievement of the objectives to realize organization strategic goals.

### **I. Fundraising**

Responsible for ensuring the following items are accomplished:

1. Maximize financial support from individuals, corporations, and other foundations such as, but not limited to:
  - a. Payroll deduction plan
  - b. Major Savor school foundation program
  - c. Grants from various sources
  - d. EOY fundraising and SCH specific funding need to their plans
  - e. Alumni and Friends
  - f. General and one-on-one solicitations
2. Cultivate and steward donors through relationship building, recognition, and donor events
3. Seek and implement strategies for building the endowment through planned giving, monthly, yearly and or estate giving
4. Seek and implement strategies to increase giving by alumni and friends with an Alumni Association for all schools.

### **II. Program Development and Delivery**

Responsible for ensuring the following items are accomplished:

1. Maintain a working relationship with the SCH administration to ensure that HEF activities support the educational programing goals of the school corporation and provide programs that cannot be supported by the regular school budget.
2. Collaborate with HEF board of directors to ensure that a short and long-rang strategies that works to achieves the mission statement.
3. Carry out existing programs, such as:

- a. Preparing grant materials and records, as well as awarding acorn grants, in conjunction with the grants committee
- b. Monitoring grant projects by attending classroom events.
- c. Annual Dinner
- d. Preparing student scholarship materials and awarding each April/ May in conjunction with the scholarship Committee
- e. Breakfast with a benefit
4. Regularly evaluate existing programs and report at monthly board meetings.
5. Blueprint program data collection, funding, and campus student supports.
6. Help create new initiatives in line with SCH goals, their strategic plan.
7. Attend professional development seminars and training

### **III. Community Relations/Marketing**

Responsible for ensuring the following items are accomplished:

1. Serve as an effective spokesperson for HEF
2. Ensure development and implementation of marketing strategy
3. Establish sound working relationship with community groups, organizations, including other education foundations
4. Communicate regularly with SCH administrators', teachers, and students
5. Oversee preparation of social media reach, brochures, newsletters, annual reports (financial and year end summary) and other promotional materials in cooperation with the marketing committee
6. Oversee and update web page and maintain with regular updates, at least every 3 months; updating social media frequently and appropriately
7. Establish sound working relationship with local print and broadcast media

### **IV. Financial Management and Legal Compliance**

Responsible for ensuring the following items are accomplished:

1. Assure control and accounting of all funds and maintaining sound financial practices.
2. Work with finance committee in preparing a budget and seeing that the organization operates within its guidelines.
3. Follow all board approved financial policies and procedures.
4. Keep the investment policy current and reviewed yearly as required
5. Maintain official records and documents in cooperation with the HEF Treasurer; ensuring compliance with federal, state and local regulations.
6. Assure that all local, state and federal tax documents (IRS Form 990) are filed in a timely manner.
7. Have in place, and keep up-to-date D & O, Work Comp, and Payroll Audit Insurance for the foundation.

### **V. Administration and Board of Directors Management**

Responsible for ensuring the following items are accomplished:

1. Supervise staff to carry out day-to-day functions, know the by-laws of HEF
2. Maintain an office and develop appropriate procedures to handle day-to-day foundation processes, and business, using standard operating procedures
3. Be responsible for all correspondence, and file/record mail, phone calls and messages

4. Maintain documents in compliance with records retention policy
5. Maintain board records, minutes and financial records, including:
  - o Conflict of interest statements
  - o Board member commitment statements
  - o Board and committee meeting minutes, monthly and annual financial reports
6. Maintain database of donors, contacts, and potential donors, as well as all donations. Use Microsoft Excel to build and add to this document/ other with funding support.
7. Coordinate committee activities and assist committee chairs, including:
  - a. Assist the Executive, Governance, Relationship, Program, Finance Committee, and others with agenda items and board issues
  - b. Assist Finance and Audit Committees with all financial matters
  - c. Coordinate fundraising activities, including preparing materials, marketing, and handling and recording receipt of funds, thanking donors by email,/ U.S. mail

#### **D. Assist the President at Board of Directors' meetings**

1. Plan meetings and preparing agenda in cooperation with the president
2. Prepare the consent agenda and all materials needed for meetings
3. Send meeting notices in a timely fashion
4. Arrange for facilities and equipment needed for meetings

#### **Job Specifications:**

1. Passion for public education and the HEF mission
2. Excellent leadership, interpersonal and communication skills (both oral and written) necessary to interact with a variety of influential people.
3. Proficiency in technology: computer applications Microsoft Office/ Google Drive, and ability and willingness to build a Microsoft Excel donor database/ fund other database
4. Knowledge and passion for ethical fundraising
5. Ability to multi-task in a fast-paced environment, having agility
6. High degree of initiative and energy able to lean in appropriately
7. Ability to accept direction from the board
8. Ability to maintain and operate within HEF's budget
9. Provided an annual assessment by the board members and encouraged to grow professionally.

#### **Experience:**

1. Bachelor's degree, preferably in business or public education
2. 3 to 5 years' experience in a non-for-profit organization with similar objectives
3. Demonstrated and measurable success in fundraising
4. Knowledge of the Hammond Indiana and NWI community
5. Marketing and/or event planning experience preferred
6. Experience in project management preferred

## The position will remain open until filled ##

**How to apply:**

All interested applicants should submit:

1. letter of application to the position
2. current up-to-date resume
3. three current letters of recommendation

By U.S. mail information of the items above to:

HEF, 41 Williams Street, Hammond, Indiana 46320

**Attention:** board of directors screening committee.

Or send an email package of the above items to:

Ed Schoenfelt, Interim Executive Director

In the subject line of the email use:

**Attention:** board of directors screening committee.  
and email to edschoenfelt2013@gmail.com

**Timeline for Replacement of the HEF Executive Director**

1. Gather suggestions for the board members to improve the job description week of May 18<sup>th</sup>
2. Post opening the week of June 22, 2020
3. Request of those interested, (applicants) to submit: letter of interest, resume, with 3 letters of recommendation
4. Post for 30 days/ until position is filled with potential applicants
5. Committee to screen applications week of July 27, 2020
6. Interview committee to interview the top 3 individuals, bring a recommendation to the executive committee.
7. Top choice accepts, employment offer letter, Oct 1, 2020 or sooner, send press release, and on-boarding process

June 17, 2020 by es as directed by HEF board