

# La Crosse Public Education Foundation

## Job Description

### Executive Director

#### **Position Summary**

This position reports directly to the Board of Directors and serves as the principal professional resource to the La Crosse Public Education Foundation. The Director is identifiable as a visible, positive representative of LPEF, is responsible for year-round financial growth and organizational development, builds relationships with and offers support to Foundation donors, ensures that LPEF policies and procedures are followed and that stated goals and outcomes are achieved. The Director is responsible for the efficient and effective performance of all business operations and supervises staff members.

#### **Key Responsibilities**

##### Leadership

- Plan for future growth for LPEF, including guiding biennial Strategic Planning
- Represent LPEF in the public
- Develop and coordinate agendas, send meeting notices and attend Board of Directors and committee meetings
- Develop volunteers, including prospective Board members
- Supervise LPEF staff members

##### Fundraising/Development

- Coordinate all fundraising/development activities of the organization, including overseeing fundraising events
- Develop and implement strategies and initiatives for ongoing fundraising and special campaigns to ensure year-round financial growth
- Maintain donor relations; identify and build relationships with prospective donors
- Oversee grant-writing and grant-seeking efforts
- Develop, implement and maintain planned giving program with measurable milestones

##### Communication/Marketing

- Enhance public understanding and support of LPEF through a coordinated year-round communications program
- Manage all public relations for the organization
- Coordinate the production of all communication tools
- Cultivate and develop cooperative relationships in the community and with the School District of La Crosse
- Maintain the organization's website and social media sites

### Administrative and Financial Management

- Manage the financial resources of LPEF including annual operating budget.
- Ensure that day-to-day bookkeeping and database management work is performed accurately
- Oversee the Gold Star Grants process and other grants programs
- Manage the Random Acts of Kindness program in coordination with the administrative assistant
- Oversee maintenance of the organization's records and integrity of confidential business information
- Maintain the LPEF schedule and calendar
- Oversee planning and execution of non-fundraising LPEF events
- Other duties as assigned by the Board of Directors

### **Required Education and/or Experience**

Bachelor's degree preferred with all related experience given consideration. Experience in non-profit sector, fundraising, financial management, working with volunteers and volunteer development is desirable. Experience in public education system is helpful.

### **Skills/Knowledge Required**

Collaboration and facilitation skills to work effectively with a Board of Directors, computer skills, excellent verbal and written communication skills, strong organizational and planning skills, comfort with public presentations, positive attitude.

### **Working Conditions**

Must pass a background check similar to those required of School District of La Crosse employees. Must be able to maintain a flexible work schedule based on LPEF needs and workflow. Local travel is required. The Executive Director must have a vehicle and maintain a valid driver's license. Mileage reimbursement rates are set annually. Job performance will be reviewed annually.