



Executive Director – Job Description

Position Summary

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Lafayette Education Foundation's (LEF) staff, programs and execution of its mission.

Primary Duties and Responsibilities

- Provide leadership and vision to the organization in line with the Foundation's mission.
- Communicate with the Board on a regular basis on the status of programs and the operation of the organization, ensuring that the organization's by-laws regarding board meetings and executive committee meetings are followed.
- Lead fundraising efforts for the organization through the LEF Investor Initiative and other fundraising endeavors.
- Initiate community dialogue and distribute information about LEF to community organizations, businesses and other groups and individuals; coordinate other public relations efforts with Programs Director.
- Provide management, supervision, training, and evaluation of staff (Programs Director, and Administrative Assistant); direct daily operations of the office.
- Monitor operating expenditures, prepare and manage annual operating budget, and maintain appropriate financial records of revenues and expenditures; report to V.P. of Finance (Treasurer) as requested.
- Prepare or supervise preparation of necessary correspondence, reports, documents, press releases, etc., and maintain appropriate files and records of such.
- Identify and apply for grants and matching funds to provide funding for existing or potential programs and projects.
- Provide leadership and supervision for fundraising activities, including initiating new fundraising endeavors.
- Supervise programs and projects as implemented by the Programs Director and/or specific committees.
- Represent LEF at conferences, meetings, presentations and other community events.
- Provide for annual strategic planning process for Board of Directors and furnish appropriate information and materials necessary to complete this process.
- Develop and maintain knowledge of current local, state and national education issues.

Qualifications

Job related work experience with an emphasis on two or more of the following areas: Education, non-profit management, fundraising, public relations, communications, and marketing. Experience working directly for a board of directors is preferred.

Bachelor's degree preferred.

Computer experience with Microsoft Office and Quickbooks is necessary.

Must display professionalism, appropriate verbal and written communication skills, excellent interpersonal skills, and strong leadership abilities.

Compensation Package

\$60,000 compensation package to include salary and negotiable health insurance reimbursement. Performance based bonuses available.

Please submit cover letter and resume to director@lefoundation.org by January 11, 2019.