



EXECUTIVE DIRECTOR PART-TIME POSITION

Are you a creative self-starter who is passionate about supporting the educational needs and pursuits of local students? Are you seeking a part-time leadership opportunity, approximately 10 to 15 hours per week, which unites and strengthens the community? The North Thurston Education Foundation (NTEF) is an independent, not for profit, community-based organization that mobilizes financial, leadership and other resources necessary to enrich programs and enhance educational opportunities for students and staff of North Thurston Public Schools. NTEF is seeking an Executive Director to assist the Board of Trustees in expanding our capacity to meet the growing needs of our community, through program management, fundraising/resource development, asset stewardship, communications and partnerships, and organizational administration.

This position impacts the educational experience and opportunities of students in North Thurston Public Schools. The Foundation, under the direction of the 20-member, volunteer NTEF Board of Trustees, has provided almost \$1 million in assistance to district students, teachers, and schools in the past 26 years to help young people overcome obstacles in their education where public funding is unavailable or inadequate. Examples of how the Foundation has helped children thrive include distributing money to district schools for individual student assistance to cover emergency needs where there are no other resources; scholarships for higher education, including technical schools, to graduates of each high school; direct financial aid for unique student learning opportunities; and learning improvement grants for innovative education programs and activities in the classroom.

NTEF is set to enter into an exciting growth period. Our goals are to increase the visibility and community awareness of the Foundation, strengthen membership and fundraising development, and engage in overall organizational development to meet more of our district students' needs. We have recently completed a new partnership agreement with North Thurston Public Schools. This position will play a key role in the implementation of this agreement. Applicants with leadership and administrative experience, organizational skills, strengths in development/fundraising and communications, and the ability to interact effectively with diverse populations will find this opportunity very rewarding.

In this bonded role you will:

- Serve as ex-officio and staff to the Board of Trustees and Executive Committee, providing administrative support, training, board development, planning, contract management, and related operational and administrative duties
- Cultivate and maintain an excellent working relationship with North Thurston Public Schools
- Provide coordination support and guidance to the chairs of permanent and ad hoc committees
- Manage Foundation financial operations, tax reporting, non-profit corporate status, and asset stewardship (includes Investment Committee meetings, and coordinating with contracted investment advisor, tax preparer, and auditor)
- Carry out detailed work of program implementation, including coordinating requests from school staff regarding school and student resource needs, and managing scholarship award and learning assistance grants award programs
- Develop and strengthen community and business partnerships, visibility and outreach to the broader community, and communications (including managing website and social media); represent the Foundation as requested
- Develop membership, fundraising, in-kind donations, and other development activities of the Foundation
- Prepare annual reports, newsletters, and policy and procedures handbook updates

Who should apply:

- Individuals with a passion for education and community-based organizations
- 3-5 years of related experience in the majority of areas of responsibility, willing to develop on-going capacity
- Bachelor's degree preferred

What we are looking for:

- Commitment to the Foundation and its mission
- Ability to work cooperatively with the Foundation Board, school district staff, and others
- Ability to work effectively with minimal guidance or supervision
- Understanding of the educational mission, structure, and basic operations of North Thurston Public Schools
- Financial, budgeting, and record-keeping skills; basic knowledge of investment vehicles and strategies

- Development experience, community-building and networking skills
- Ability to speak and write effectively; facilitation and presentation skills
- Strong computer skills, with competency in MS Suite, distribution lists, donor database development
- Ability to work effectively with external partners, contractors, vendors, the press and media
- Detail-oriented balanced with big picture planning; decisive thinking and transparent decision making skills
- Bondable
- A positive, can-do attitude

Compensation:

The current position is a volunteer Executive Director. The Foundation seeks the most qualified candidate, and is willing to work with the successful candidate who desires (a) to be a volunteer ED, with remuneration of non-compensation related expenses, including employee development opportunities; or (b) compensation, working with the Board to develop a long-term fundraising strategy. The new NTEF-NTPS agreement may guide working arrangements, available resources, and employment options.

How to apply:

Send your targeted resume and cover letter, along with three (3) professional references (including their name, title and organization, address, phone number, email, and your professional relationship), to ntef@hotmail.com for consideration. To be considered, be sure your cover letter specifically addresses this position description and how your education, skills, and experience qualify you for the roles and responsibilities of this position. Hard-copy resumes and cover letters may be mailed to NTEF, P.O. Box 3312, Lacey, WA 98509. For questions regarding this position contact Brenda Hood, chair of the NTEF Selection Committee, at HoodBL@gmail.com. Position open until filled, applicants are encouraged to submit soon as interviews expect to be on-going.

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