

Executive Director
Mountain Brook City Schools Foundation
Date Posted: January 17, 2019



Career Opportunity

Executive Director

Background:

The Mountain Brook City Schools Foundation is a non-profit corporation created to mobilize community support for the Mountain Brook City Schools. The Foundation is operated independently from the school system and secures resources from individuals, corporations and foundations. Since 1995, the Foundation has given over \$7 million to the school system that serves approximately 4,500 K – 12 students in the areas of technology, professional development and library enhancement.

Position Summary:

The Mountain Brook City Schools Foundation is looking for an innovative and highly engaging Director to lead the organization and implement fundraising goals. The ideal candidate will have a proven track record in meeting and exceeding fundraising goals. The candidate should be an exceptional relationship builder, collaborator, and a committed fundraiser capable of working with donors of varied backgrounds.

This is a full-time, 12-month position with a primary focus of fundraising and stewardship. The Executive Director will be responsible for overall management, fundraising, creation and implementation of projects and programs of the Foundation. The Director is not a Mountain Brook City Schools employee and will be employed directly by the Foundation. Some night and weekend working is required.

Responsibilities:

Direct and oversee the Foundation's fund development plan, including: major gift solicitation, planned giving, special events, annual giving campaign, endowment campaign and donor relations.

Manage and monitor day-to-day operations of the Foundation, ensuring fiscal accountability and the maintenance of records. Oversee the implementation of a process to ensure timely and effective reporting on all funds. Maintain a database for donors and potential donors fully utilizing fundraising software (i.e., Blackbaud Raiser's Edge).

Serve as a liaison between the Board of Directors, volunteers, Foundation administrators, principals, teachers, PTOs and community groups. Represent the Mountain Brook City Schools Foundation at community events.

Oversee Foundation-funded programs, prepare annual budgets, develop annual goals and fund development plan, and monitor program revenue and expenses in relation to budget.

Serve as a member of all subcommittees of the Board of Directors and direct and oversee the preparation of reports and required forms to ensure legal compliance. The Executive Director will serve as "chief compliance officer" for the Foundation, verifying that all state and federal filing are completed correctly and on time as required of a 501(c) 3 public charity.

Compensation:

Salary will be competitive and commensurate with education and experience.

Preferred Skills and Qualifications:

- Applicants should have a bachelor's degree in business, public relations, marketing, non-profit management or equivalent experience.
- 3-5 years of experience in fundraising or non-profit administration.
- Exceptional presentation and written communication skills.
- Strong organizational and planning skills with the ability to take initiative and effectively handle multiple tasks, changing priorities and complex assignments.
- Proficiency in Word, Excel, PowerPoint, QuickBooks and WordPress as well as non-profit experience with donor database software desirable.

To apply, please submit a resume, letter of interest and salary requirements to smaxwell@mtnbrookschooolsfoundation.org. Please reference "Executive Director Search" in the subject line of your email. Closing date is February 8, 2019.