



Roosevelt Foundation Executive Director Job Description

The Roosevelt Foundation is a 501c3 organization dedicated to improving the academic and cultural experience of Roosevelt students. The Foundation offers scholarships, recognizes student and alumni accomplishments through various events, and advocates for projects that continue to enhance Roosevelt High School and the surrounding community.

The Foundation is wrapping up a significant capital campaign and looks forward to hiring an Executive Director who can finalize the details of that campaign and take the Foundation into its next iteration. A successful candidate for this position will have a passion for the success of the diverse student body that is Roosevelt High School and will, in turn, feel a strong desire to advocate for conditions that lead to student success. A successful Executive Director will demonstrate professional accountability and with the board, optimize board and internal systems, expand scholarship opportunities, cultivate and steward donors, and successfully grow the Foundation's visibility in the Roosevelt community. This position is a remote position, starting between \$75,000-\$90,000, which includes a benefit stipend. Salary to commensurate with experience. Position is expected to start on or around July 15, 2022.

POSITION EXPECTATIONS:

Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization

Establish and manage relationships with key stakeholders and utilize those relationships to strategically enhance the mission and financial growth of the Roosevelt Foundation

With the board and Roosevelt High School, assess student needs, set strategic goals, annual budget, and metrics for success, and work collaboratively to implement the established plan

Develop and operationalize internal policies and procedures related to fiscal, board, donor, and events management, in accordance with best practices in non-profit management

Onboard and support the Board of Directors including board recruitment and orientation, committee support, and event management; Follow and teach best practices for non-profit management and fundraising

Responsible for fundraising efforts, including all direct mailing including annual appeal, event promotion, special asks, and seeking out and applying for mission-aligned grants

Secure and manage contract relationships with outside entities related to marketing, accounting, and other capital projects as appropriate

Serve as a school liaison within Roosevelt and as the public face of the Foundation in the community

Other duties as assigned by the Board of Directors

A successful candidate will demonstrate the following:

Transparent and high integrity leadership

Ability to effectively manage the legal and fiscal responsibilities of a nonprofit organization

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the board, volunteers, donors, and community at-large

Strong communication, organizational, and financial management skills

Valuing and leveraging all board members' diverse contributions, experiences, expertise, and voices

A history of and the ability to cultivate and steward relationships to generate new revenue streams for the betterment of the Roosevelt community

Ability to collaborate and communicate effectively with key Roosevelt staff

Passion for, and an awareness and appreciation of, the rich history of Roosevelt High School, public education, and our diverse student body

MINIMUM TRAINING AND EDUCATION:

Preferred candidate will have a Bachelor's or Associate's degree.

Minimum of 5 years of senior nonprofit management experience with demonstrated outcomes in policy, organizational or business development, education, program development, or program management.

HOURS OF WORK:

Full-time, salaried position.

Travel may be required.

Expected to work occasional nights and weekends for board committee work and events.

REQUIREMENTS:

Valid Driver's License

Ability to pass a background check, which includes a Federal Background Check, state child abuse and sex offender registry check, and motor vehicle check.

Interested candidates should submit a cover letter and resume with the subject line:

LastName_FirstName_Roosevelt Open Position to Amy Croll at amy.m.croll@gmail.com by 4:30 pm on June 8, 2022.

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