

Twin Falls Education Foundation Executive Director

The Twin Falls Education Foundation is seeking a full time Executive Director. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the Twin Falls Education Foundation. Other key duties include fundraising, marketing and community outreach. The position reports directly to the Board of Directors.

About the Foundation

The Twin Falls Education Foundation is a nonprofit organization dedicated to supporting and promoting public education in the Twin Falls School District. Through a variety of programs, the Twin Falls Education Foundation provides grants and funding to support teachers and students in the areas of academics, technology and student activities. By bridging the gap between available public funds and student need, the Twin Falls Education Foundation works to ensure that the students in the Twin Falls School District receive the best educational opportunities in the State of Idaho.

Responsibilities

Assist Board of Directors.

- Report to and work closely with the Board of Directors, including coordinating on policy decisions, fundraising and increasing the overall visibility of the organization.
- Assist the Board of Directors with strategic planning and implementation.
- Oversee and manage Board-related functions, including committee meetings, Board recruitment and monthly Board meetings.
- Work closely with committee chairs and attend Board and committee meetings.

Operations.

- Oversee and manage the day-to-day operations of the Twin Falls Education Foundation.
- Oversee and manage various financial matters, including making deposits, drafting monthly contributions, and confirming compliance with organizational budget.
- Oversee and manage grants given by the Twin Falls Education Foundation.
- Supervise and collaborate with support staff.

Fundraising.

- Plan and execute on the Twin Falls Education Foundations' various fundraising efforts, which include event-centered fundraisers as well as direct fundraising.
- Vet, manage and fundraise for capital projects as directed by the Board.
- Oversee and manage long-term legacy giving and solicitation.

Communication.

- Serve as the Twin Falls Education Foundation's primary spokesperson to the organization's constituents, the media and the general public.

- Maintain donor database, and prepare and oversee communications to donors, including periodic newsletters, communications and thank you letters.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the Twin Falls Education Foundation's mission.
- Attend public events, including service club meetings and class reunions, to share our message with the community.
- Oversee marketing and other communication efforts.

Qualifications

- A bachelor's degree.
- Transparent and high integrity leadership.
- Ability to effectively communicate the organization's mission to donors, volunteers and the community.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills.
- Self-starter with ability to work independently.
- Two (2) years' nonprofit and/or fundraising experience.
- Experience and skill in working with a Board of Directors.
- Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including donors, partner agencies and volunteers.
- Passion for the Twin Falls School District and the mission of the Education Foundation.

If interested, please send cover letter and resume to cwright@wrightbrotherslaw.com.