Executive Director, Liberty Education Foundation

Purpose Statement
The job of Executive Director, Liberty Education Foundation is done for the purpose/s of planning, administrating, developing, implementing and providing oversight of all fund-raising and public relations activities in accordance with the Foundation's stated mission and goals. This is accomplished in such a manner that optimum results are achieved in relation to the resources of the Foundation. This position operates under the general direction of the Foundation's Board of Directors.

This job reports to the Chair of the Liberty Education Foundation Board.

Essential Functions
- Acquires funds for activities that engage community partners for the purpose of raising funds for Liberty Public Schools programs and activities.
- Assists with funding for special events for the purpose of engaging community and fostering increased giving.
- Attends all Board meetings and Liberty Education Foundation functions for the purpose of ensuring that valuable information is understood and received first-hand.
- Communicates and maintains positive relationships with donors and clients for the purpose of engaging and influencing community involvement.
- Develops, implements, and provides overall direction of all solicited funds for the purpose of fund-raising activities.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Engages the Board in strategic planning, defining of mission and vision, annual goal setting, and program planning for the purpose of providing focus and setting priorities for the Foundation.
- Establishes alumni function, including establishment and maintenance of alumni database, social media utilization, and resource potential donors for the purpose of building and maintaining alumni relationships.
- Explains the function of the Foundation to the community through direct involvement and the public relations program (e.g. personal contact, literature, and the media, etc.) for the purpose of marketing and communicating the vision of the Foundation.
- Facilitates and/or participates in meetings, workshops, and seminars (e.g. orientation, training, Foundation Board Meetings, etc.) for the purpose of identifying issues, developing recommendations, supporting staff, and serving as the Foundation representative.
- Identifies and informs the Board of new funding sources for the purpose of communicating the current activities of the Foundation.
Involves Board in development activities, effectively utilizes Board resources, and provides fund development training for members as appropriate for the purpose of providing professional development.

Maintains effective relationships with professional and community organizations and actively participates as a member where appropriate for the purpose of engaging and influencing community involvement.

Monitors and reports budget allocations, expenditures, fund balances and related financial activities, including all assets management for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

Participates with Board members in targeted funding requests for the purpose of generating and expanding the resource base of the Foundation.

Provides for structured giving and other programs, as appropriate for the purpose of generating and expanding the resource base of the Foundation.

Researches corporate and individual donor prospects and cultivates relationships for the purpose of generating and expanding the resource base of the Foundation.

Researches available grants, drafts appropriate grant applications, follows through with grant application process for the purpose of generating and expanding the resource base of the Foundation.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Foundation.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: researching, organization, coordinate activities, influencing, facilitating, etc.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: non-profit agencies, fundraising, community involvement, educational programs, etc.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: building, influencing, and maintaining positive relationships.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and some fine finger dexterity. Generally the job requires 35% sitting, 30%
walking, 35% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Bachelors degree in job-related area.

**Equivalency:** Bachelor's degree or equivalent experience. Proven fundraising experience, along with management experience, preferably in non-profit field.

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<th>Required Testing</th>
<th>Certificates and Licenses</th>
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<tr>
<th>Continuing Educ. / Training</th>
<th>Clearances</th>
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<td>None Specified</td>
<td>Criminal Justice Fingerprint/Background Clearance</td>
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**FLSA Status:** Exempt

**Approval Date:** 7/1/2022

**Salary Grade:** See Professional (12 months) Salary Schedule

**Revised Date**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.