

# TERREBONNE FOUNDATION FOR ACADEMIC EXCELLENCE IN PUBLIC EDUCATION

## TFAE

### EXECUTIVE DIRECTOR POSITION DESCRIPTION

#### ABOUT TFAE

**MISSION:** The mission of TFAE is to establish a perpetual source of funding to provide additional financial resources to foster academic excellence in public education.

**VISION:** TFAE believes that our future is in the hands of our children. TFAE's vision is:

- to create a partnership of responsibility between educators, businesses, community organizations and families.
- to stimulate the learning of our children so that they may become responsible citizens capable of competing in the global economy.
- to provide teachers with resources that encourage creativity in the classroom.

**POSITION OVERVIEW:** The Executive Director (ED) of this 501(c)(3) not-for-profit entity is responsible for leading the strategic direction, financial management, fundraising, marketing, and community relations for the organization. The ED will also form and supervise volunteer committees to deliver quality programming and events connected to the mission of TFAE. The ED is responsible for administering the daily operations of the foundation. Activities include coordination of foundation events, serving as point of contact between the Terrebonne Parish School District, the community and the foundation and working with the board to fulfil our mission and vision. The ED will be accountable for delivering on the vision of a sustainable, well-run, high-quality foundation.

**REPORTING RELATIONSHIP:** The ED reports to the TFAE Board of Directors with major communications between the sitting board president and sitting treasurer.

#### DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- work closely with the Board to develop and execute the strategic plan for the foundation
- oversee the daily administrative, operating and programmatic functions of the foundation
- participate in the development of TFAE's annual operations budget
- prepare monthly financial statements and submit to board treasurer for approval
- develop TFAE's fundraising strategies to include programs, donor contributions, and annual fundraising events
- manage and create new strategic partners to expand our presence in the community
- represent TFAE at local, regional, and national events, initiatives and fundraisers (DPIL Conference)
- give presentations to organizations to communicate updates and foster relationships
- research, write, submit, and actualization of grants to parties with giving priorities that match the TFAE mission and vision
- oversee and evaluate the implementation of projects funded by TFAE grants
- maintain and expand brand identity
- develop and execute annual marketing plan to increase TFAE's presence in all aspects of social media, print media, and visual media
- foster strong community engagement
- assist the Board in recruiting potential new Board members
- perform related duties as required
- provide support to Board members when potential donors are identified
- operates the foundation office, which includes but is not limited to handling correspondence, telephone calls, and email to and from donors, sponsors and the public and monthly finances
- provides support to the Board by coordinating meeting notices and preparing pertinent documents for board and committee meetings
- coordinates volunteer grant teams and selection committees for TFAE's yearly education recognition program

- coordinates volunteers for the Board Committee Chairpersons to conduct the 5K Run and Food Fest
- serves as a liaison to the community by making presentations to teacher associations, and business and civic organizations
- serves as the media relations' coordinator for the foundation coordinates the TFAE Grant Program and serves as liaison between the foundation and TPSD
- serves as the Dolly Parton's Imagination Library coordinator

QUALIFICATIONS:

- Bachelor's Degree
- Knowledge of Quickbooks Online
- Excellent verbal, written, and oral communication skills
- Excellent interpersonal skills
- Excellent Microsoft Office skills
- Team Leader
- Team Member
- Grant Writing Experience
- Fundraising Experience
- Event Coordination Experience—Large and small
- Ability to multi-task
- Experience in soliciting and stewarding donors
- Ability to communicate with the public at ALL levels
- Ability to handle emergency situations with professionalism and competence
- Must be able to physically perform all job duties
- Ability to load, unload and set up materials and equipment
- Able to stand for extended periods of time as it especially relates to fundraising events

SALARY: Based on experience

Must be willing to pass a background check, be fingerprinted, and pass initial and random drug screenings.

The above is intended to describe the general content of and requirements for the performance of the Executive Director position. It is not to be construed as an exhaustive statement of duties, responsibilities, and/or requirements.