



JOB DESCRIPTION

The Executive Director of the East Pennsboro Education Foundation (EPEF), shall be a part-time, salaried position reporting directly to EPEF's Board of Directors and shall enhance EPEF's mission of supporting innovative programs to promote academic excellence and educational quality for the students of EPASD.

QUALIFICATIONS

The successful candidate will demonstrate the following:

- A commitment to the EPEF mission with proven leadership, fundraising event planning, and grant writing experience;
- Knowledge of EPASD, as well as the regional businesses and philanthropic community;
- A college degree and social media networking experience, including a minimum of 3-5 years professional fundraising experience, preferably in an educational environment;
- Strong leadership, marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders;
- Action-oriented, entrepreneurial, and able to work independently; and
- Exceptional written and verbal communication skills with the ability to establish and maintain professional relationships with EPEF stakeholders.

DUTIES AND RESPONSIBILITIES

- **Public Relations and Community Involvement**
 - Serve as EPEF's voice to outside agencies, organizations and the general public
 - Work with EPASD Administration, teachers and staff
 - Enthusiastically promote the work of EPEF and create an awareness of its mission and accomplishments by deepening and refining all aspects of EPEF's communications and marketing, including social media networking
 - Maintain the EPEF website, ensuring it is up-to-date and accurate, and assure utilization of all digital marketing and communications tools
 - Write a monthly summary of EPEF activities to be included in EPASD's online newsletter
- **Work with the EPEF Board of Directors**
 - Actively recruit EPASD residents, educators, alumni, and business contacts to be EPEF board members
 - Attend EPEF Board of Director meetings and report on EPEF activities in which the Executive Director is engaged
 - Recommend to the EPEF Board changes to policies and procedures that would improve EPEF's impact



- **Fundraising**

- Expand revenue generating and fundraising activities to support existing operations and program expansions
- Prepare and submit grant requests and necessary grant reports to private foundations and state departments
- Monitor and promote EPEF's participation in the Earned Income Tax Credit (EITC) Program
- Prepare solicitations and donor correspondence
- Organize, suggest and assist with special events and participate with EPEF's Board of Directors in managing all aspects of annual/on-going events
- Maintain up-to-date and accurate donor records, and prepare any required invoices and receipts
- Maintain a working knowledge of significant developments and trends related to nonprofit, education foundations

- **Financial Management, Strategic Planning and Administration**

- Direct and oversee short and long-term strategic plans and programs
- Work with the EPEF Treasurer to develop an annual budget
- Work with the EPEF Treasurer in collecting necessary reports and data for the annual audit
- Prepare EPEF's annual report to the East Pennsboro Area School District School Board
- Monitor By-Law Compliance
- Review and record all deposits of cash and check donations/payments
- Approve all budgeted expense requests and monitor annual budget
- Assist EPEF and relevant EPASD personnel in the administration of EPEF scholarship programs, including: (i) ensuring scholarship recipient compliance with scholarship requirements; (ii) publicizing the scholarship; (iii) assisting the EPEF Board with evaluating scholarship applications and (iv) ensuring timely compliance with time deadlines
- Maintain all EPEF files, contracts, legal documents and process correspondence, mail and other materials

SALARY

Up to \$40,000 annually, based on experience and/or qualifications

CONTACT INFORMATION

Interested candidates, please send your resume and salary requirements to epéf@epasd.org.