

STEPHENVILLE INDEPENDENT SCHOOL DISTRICT

VACANCY ANNOUNCEMENT

- Position Title:** Director for the Stephenville Independent School District Education Foundation
- Reports To:** Stephenville Independent School District Education Foundation Board Directors and or Superintendent of Schools
- Primary Purpose:** To provide leadership and direction to the Stephenville Independent School District Education Foundation. Responsible for directing the affairs for the Stephenville Education Foundation and for accomplishing the Foundation's mission, including development, enrichment allocation, community relations and board goals. This position will also have grant writing duties as well as public relations duties.
- Work Year:** 226 days
- Qualifications:**
- *Bachelor's degree and equivalent work experience preferred
 - *Effective organizational, communication, and interpersonal skills
 - *Experienced in fundraising and volunteer coordination
 - *Ability to operate computer and peripherals using a variety of basic applications
 - *Excellent communication, public relations, marketing skills
 - *Grant writing experience preferred
- Administrative Duties:**
- *Schedule, coordinate, document all official meetings of the Foundation
 - *Donor management and correspondence
 - *Grant management: keep a log of all submitted teacher grants; update grant recipient details and financial status; communicate with recipients as needed
 - *Financial management: maintain all accounts receivables/payables using Quickbooks or similar district software; maintain balance/budget sheets for board; pursue and coordinate audit; generate reports as needed
 - *Research best practices, network with other district Foundations and attend workshops for continuous improvement
 - *Write and administer grants
 - *Manage public relations
 - *Perform other duties as assigned
- Accountability:**
- *Reports to the Stephenville Education Foundation Board of Directors and or Superintendent of Schools
 - *Responsible for insuring fundraising targets are met or exceeded
 - *Plan, direct, supervise the implementation of Foundation internal/external public relations and long term goals

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Salary and Benefits: Annual salary \$43,000. Full-time with health insurance and other benefits

Application Deadline: September 16, 2011 or until position is filled

Application Procedures: Submit on-line application (www.sville.us) with resume and references attached

Stephenville Independent School District Education Foundation 2655 West Overhill Drive Stephenville, Texas 76401

**Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.*

The district Title IX Coordinator is Dr. Kathy Ray, Assistant Superintendent for Personnel, Instruction and Administration

****An Equal Opportunity Employer****

Date: 08/10/2011