



1565 West Main Street
Lewisville, TX 75067
469 948 2022

Primary Purpose:

The Executive Director is the key management leader of the Lewisville ISD Education Foundation and develops, owns, and implements strategic plans that meet impact goals and objectives created in partnership with the Board of Directors & Key Stakeholder Groups. The position reports directly to and provides leadership for an all-volunteer Board of Directors. Competency requirements are fundraising/development, marketing, community outreach, staff oversight/development, and financial oversight.

Major Responsibilities and Duties:

Development

- Creates strategies for engaging new partners/donors and new funding sources for the Foundation; determines prioritization for maximum impact.
- Strengthens existing donor relationships through donor stewardship and develops communications that continually re-engage our partners.
- Develops successful partnership creation in order to cultivate resources necessary to support Lewisville ISD Education Foundation's mission.
- Develops engagement activities which heighten the visibility, presence and position of the Lewisville ISD Education Foundation as an essential community resource and a convener of discussions on community-based public education funding solutions and innovation in education.
- Tracks and manages new and existing donors in our Donor Management system; exhibits data-driven decision making and strategic guidance.

Board & Volunteer Management

- Exhibits a growth mindset to provide guidance, support, and assistance to LEF Board committees and volunteers with a long-term sustainability for the Foundation, including succession planning.
- Builds connections between the LEF Board of Directors, LISD Administration, city influentials, business community, volunteers, etc., to foster community building through long-term partnerships. Identifies and establishes partnerships that will reach new and underserved audiences through outreach programs, events and online activities.
- Positions Lewisville ISD Education Foundation as a catalyst for community dialogue and change through strategic outreach campaigns.
- Leads the strategic development process, ensuring LEF goals are at the core of all activity and focus is maintained on accomplishment of the LEF mission.

Financial Management

- Responsible for the fiscal integrity of the Lewisville ISD Education Foundation, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Arranges regularly required nonprofit 990 audits, meets with auditors, and addresses any deficiencies revealed in the audit in a timely manner.

Marketing Communication

- Acts as the “voice of the Foundation,” as an articulate and enthusiastic communicator who conveys passion for our mission both in frequent public speaking as well as in social media/marketing/PR.
- Directs the implementation of the Foundation’s internal and external public relations programs
- Maintains membership and represent the Foundation in appropriate professional groups, organizations, associations, and community service clubs.
- Directs and supervises the preparation, production, and distribution of all publications, A/V Power Point presentations, marketing communications programs including periodic newsletters, direct mail programs, news releases, and an annual report for the Foundation.

Staff Management

- Plans, assigns, and oversees the staff workload, conduct performance appraisals, address and solve Foundation employee complaints and problems.
- Collaborates to work effectively with others on common tasks; takes actions which respect the needs and contributions of others; contributes to and accepts the consensus; negotiates a win-win solution to achieve the objectives of the Foundation’s strategic vision and mission. Demonstrates the ability to relate to multiple constituencies.

Qualifications:

Education/Certification:

Bachelor’s Degree preferred

Knowledge of how public-school systems operate

Significant experience in one or more of the following areas: fundraising, marketing communications, and public/private nonprofit foundation management

Supervisory management experience required

Motivated individual with executive/administrative skills

Special Knowledge/Skills

Experience working with non-profit Board of Directors

Thorough knowledge of non-profit organization management

Demonstrated ability to write effective correspondence, proposals, marketing materials, and solicitations

Effective oral communication skills to deliver persuasive presentations to individuals and groups

Ability to organize and set priorities, to manage workload and complete projects in a timely manner

Effective organizational, communication, and interpersonal skills

Computer literate and familiarity with word processing data base, email and the Internet, Power Point, web page design and publisher software
Ability to manage budget and personnel
Ability to read and understand financial statements.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Maintain professional tact and diplomacy.
Frequent district and statewide travel; frequent prolonged and irregular hours.

Apply: Send resume to: pelphreyc@lisd.net
