



DIRECTOR POSITION DESCRIPTION

Our Mission: To be the premier non-profit organization fostering excellence and innovation in public education within the Wausau School District.

POSITION SUMMARY:

The Director is the community advocate and management leader of the Wausau School Foundation. The Director is responsible for overseeing the administration, fundraising, programs and strategic plan of the organization.

The Wausau School Foundation works with and serves the needs of the Wausau School District. To that end, the Director is called upon to serve as the liaison to the District and work intimately with District Administration so that Foundation initiatives align with District needs.

ESSENTIAL FUNCTIONS OF THE JOB:

The Director is, at this time, a majority-time position. The Board expects the Director to commit approximately thirty (30) hours per week to the following:

- I. Organization Mission and Strategy: The Director is afforded great latitude to develop and implement projects that support the educational interests of the Wausau School District. The Director is expected to work with the Board to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Specifically, the Director should:
 - Implement the Foundation's programs that carry out the organization's mission.
 - Work directly with School District Administration to identify areas of District need and communicate those needs to the Board.
 - Enhance the Foundation's image as the cornerstone supporter of the Wausau School District by being active and visible in the community and by working closely with the Wausau School District as well as with other professional, civic and private organizations.

- II. Financial Performance and Viability: Develop resources sufficient to ensure the financial health of the organization. The Director is responsible for fundraising and developing other resources necessary to support the Foundation's mission. This requires the Director to:
 - Expand local revenue generating and fundraising activities to support existing program operations.
 - Develop and execute an annual fundraising drive to support Foundation activities.

III. Leadership & Management: As the leader of the Foundation, the Director will be expected to:

- Ensure ongoing organizational excellence, rigorous evaluation and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve strategic goals.
- Actively engage and energize Foundation volunteers, Board members, event committees, alumni, partnering organizations and funders.
- Ensure effective systems to track progress, and regularly evaluate organizational components, so as to measure successes that can be effectively communicated to the Board, volunteers, funders and other constituents.

OTHER RESPONSIBILITIES:

- Plan and implement annual budget.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance the Foundation's Mission.
- Report to and work closely with the Board of Directors to seek involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation.
- Supervise and collaborate with the organization's staff.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

PROFESSIONAL QUALIFICATIONS:

- Three (3) or more years of experience working in the non-profit world.
- Demonstrated success in development/fundraising.
- Strong organizational skills including planning, delegating, program development and task facilitation.
- Excellent written and presentation skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Four-year degree preferred.
- Marketing experience preferred.

SALARY & BENEFITS:

- \$30,000 - \$35,000 annually. Commensurate with experience and other qualifications.