



Full-Time Executive Director Position Description

ORGANIZATIONAL PROFILE:

The Teton County Education Foundation (TCEF) supports educational initiatives and programs that require funding outside of the core school budget for the public schools of Teton County School District #1.

Established in 2008, the Teton County Education Foundation (TCEF) is a 501(c)(3) charitable foundation who connects private funds with public schools and who wishes to further its mission of enriching public education in Teton County, Wyoming.

POSSITION SUMMARY:

The Executive Director is ultimately responsible for the overall administration, financial management and fundraising, program development, community/public relations, Board relations, and future personnel administration.

KEY RESPONSIBILITIES:

The Executive Director will be responsible for the following:

- **Fundraising:**
 - Expand and oversee comprehensive fundraising activities.
 - Oversee the implementation of a Strategic Plan.
 - Orchestrate the planning and implementation of special events.
 - Identify, cultivate and solicit donors in collaboration with Board members.

- **Mission & Program:**
 - Ensure that appropriate funds are provided to TCSD #1's programs; consistent with priority needs and the mission of the TCEF.
 - Maintain a depth of understanding of program histories, current program successes and assist in developing potential for future innovations.
 - Stays abreast and communicate philanthropic, economic, social, and community trends related to TCEF.
 - Recommend policies and procedure consistent with best practices and ensure that TCEF observes best practices for the industry.

- **Board Development:**
 - Make opportunities for Board training available.
 - Ensure that committees have the information and support necessary to fulfill objectives.



- **Public Awareness & Accountability:**
 - Develop and maintain good public relations in the community while increasing visibility of programs and services.
 - Conform with and abide by all regulations, policies, work procedures, and instructions.
 - Provide oversight and ensure collaboration between volunteers, Board, and TCSD #1.
 - Create and implement a wholistic marketing plan with the Board

PERSONAL CHARACTERISTICS:

The Executive Director must be:

- Someone with experience running a non-profit foundation.
- Someone who understands the rules and regulations for being a 501(c)(3) organization.
- Someone committed to and enthusiastic about the mission and vision of the TCEF.
- An individual with credibility, good judgment, honesty, integrity, trust, a high degree of maturity, sophistication, and the ability to motivate others.
- A strategist who is adept at planning, prioritizing, organizing and follow-through.
- A superior communicator; eager for personal growth.

PROFESSIONAL QUALIFICATIONS:

The ideal candidate will have the following experience and qualifications:

- An organized, strategic approach and experience in managing, developing and coordinating successful fundraising efforts.
- Experience building and expanding effective non-profit Boards.
- Demonstrated:
 - experience in working effectively with a Board of Directors.
 - fiscal management, budgeting and fund-raising experience.
 - success in the cultivation, solicitation and stewardship of foundation and corporate donors.
 - The ability in building partnerships, coalitions, and individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
 - an understanding and appreciation for the use of technology and information systems for increasing organizational effectiveness.
- Articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and making presentations to a variety of audiences.

COMPENSATION:

Compensation will be commensurate with experience and record of successful achievement.

To apply please send cover letter, application and list of references to the Teton County Education Foundation Board of Trustees at: TetonCountyEducationFoundation@gmail.com