

**INDIAN PRAIRIE EDUCATIONAL FOUNDATION (IPEF)
EXECUTIVE DIRECTOR**

Job Title: Executive Director

Wage/Hour Status: Exempt

Reports to: IPEF Chair and/or District 204 Superintendent

Primary Purpose: Responsible for the planning, direction, development, administration, supervision and implementation of a comprehensive development program that will complement and provide financial assistance to Indian Prairie District 204.

Qualifications

- Bachelor's degree
- Proven history of meeting or exceeding fundraising goals
- Proven history of grant writing
- Demonstrated ability to work with business, community and public entities
- Strong organizational skills
- Knowledge of public education or school district organization with experience working with school administrations preferred
- Knowledge of volunteer management techniques

Experience: Preferred experience in two or more of the following areas: non-profit management, fundraising, public relations, communications and marketing, and experience working with a Board of Directors.

Major Responsibilities and Duties:

1. Implement a strategic plan which includes a strong fundraising initiative.
2. Manage the organization, fund development, public relations and communications and strategic/tactical planning.
3. Develop community relationships, direct marketing programs and events to cultivate, motivate, and solicit individual, foundation and corporate donors.
4. Raise public awareness of the Foundation.
5. Coordinate and write grant and endowment requests for funds from the corporate and private sector.
6. Oversee the administrative tasks required to carry out the Foundation's mission and objectives.
7. Coordinate, cultivate and maintain a working relationship with the Indian Prairie District 204 to accomplish the Foundation's mission and objectives.
8. Coordinate and oversee major events.
9. Coordinate with the Board of Directors in the following activities: development of the foundation's strategic plan; development of annual Foundation goals, action plans and budgets; planning and execution of fundraising activities; communication and relationship building with the community; donors and potential donors, district employees at the administrative and campus level.
10. Perform all other tasks and duties as assigned by the Foundation Board and/or Superintendent of Schools.