

## **Cedar Falls Schools Foundation Executive Director Position**

The Cedar Falls Schools Foundation is seeking candidates for the position of Executive Director. This position serves as the contact for all Foundation programs, with an emphasis on fundraising activities, collaboration with multiple stakeholders, public relations and administration.

### **Job Description:**

The Executive Director reports directly to the board and is ultimately responsible for the management and operation of the Foundation and its staff (paid, unpaid and volunteer).

This individual serves as the contact for all Foundation programs, with the major emphasis on fundraising activities. He or she will collaborate with District Leaders, Foundation officers, and committee members to meet annual budgetary and program goals as well as serve as the Foundation Representative, promoting the Foundation's mission within the community and school district.

A more detailed job description can be found on the [CFS Foundation's website](#).

The successful candidate will work a minimum of 20 hours per week at a salary of \$28,000.

### **Other Information:**

General information about the Cedar Falls Schools Foundation can be found on the [CFS Foundation's website](#), which includes a copy of the job description. Information regarding the broader Cedar Falls Community can be located at the [Cedar Falls City website](#). Additional information regarding the Greater Cedar Valley can be found at [Live the Valley](#).

### **How To Apply:**

Review of applications will begin around January 28; the position will remain open until a candidate is selected.

Applications, which need to include a cover letter, resume and three letters of recommendation, may be submitted electronically thru the following link: [TEACHIOWA](#), or mailed to the Foundation.

Cedar Falls Schools Foundation  
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