

Perry Township Education Foundation

Executive Director Job Description

Position Overview

The Perry Township Education Foundation (PTEF) has the distinct privilege of serving the nearly 15,000 students and more than 1,000 staff of the Metropolitan School District of Perry Township; Indiana's 12th largest public school district. The Executive Director serves a critical role in the success of PTEF in meeting its mission of raising and granting philanthropic support to the students, teachers and schools of Perry Township and is expected to lead the organization with professionalism and enthusiasm. The responsibilities of the Executive Director are detailed as follows:

Administrative Leadership

As the chief executive of PTEF, the Executive Director is charged with maintaining the PTEF office and providing oversight of all administrative and leadership functions of PTEF. These responsibilities include, but are not limited to the following:

- Management and leadership of all paid staff and volunteers, including interns
- Financial management, including:
 - Annual budget development in conjunction with the Finance Committee
 - Budget management, ownership and monitoring
 - Maintain open communication with PTEF's third-party accounting firm
 - Serving as the interface with CICF
- Annual filings, including:
 - IRS 990
 - Annual audit
 - State tax filings, including state tax exemption with the Indiana Department of Revenue
 - State registration with the Indiana Attorney General
 - All other applicable filings
- Identifies and responds to threats and opportunities to PTEF and the school system
- Serve as PTEF's representative to the Indiana Association of Public Education Foundations (INAPEF)

Board Stewardship, Management & Cultivation

While the PTEF Board of Directors is a self-governing entity, appointing its own members, the Executive Director is expected to:

- Serve the board, by staffing all Board and Committee meetings
- Identify prospective PTEF Board Members
- Educate, train, orient, and provide resources to cultivate the skills of board members
- Assist the board in identifying any skills and/or demographics not present on the PTEF board
- Identify the skills of individual board members and maximize the opportunities each offers PTEF

Fundraising

Ensuring sufficient financial resources are available for operations and grantmaking is the primary role of the Executive Director. This is achieved through a diverse fundraising program, including at a minimum:

- Developing strategies, implementing and managing all aspects of donor cultivation, solicitation, stewardship and recognition that lead to annual increases in the number of donors giving to PTEF and increasingly larger average gifts
- Securing grants from foundations of all types and sizes (corporate foundations, large traditional foundations and family foundations, etc...)
- Securing additional scholarship commitments to be managed and awarded by PTEF
- Annually increasing both the number of staff giving and the average gift size from staff
- Establishing and maintaining a planned giving program, with a focus on securing planned gifts specifically from two internal demographic populations: new teachers and retired teachers
- Managing, coordinating and staffing current PTEF events, including the golf outing, Art with a Heart, Kids are Key and developing new events to raise awareness and support for PTEF
- Developing and sustaining a major gift program focused on individuals and corporations
- Developing the annual campaign appeal and managing the annual campaign
- Assisting with fundraising to meet other needs of the school district
- Securing funding to strategically grow the asset base of PTEF
- Staffing all special fundraising campaigns

Grantmaking

The Executive Director is responsible for supporting the Grants Committee in its processes of soliciting, reviewing and awarding grants to the school system. The Executive Director will also assist families and the board in awarding scholarships.

Public Relations/Communication

The executive Director serves as the public face of PTEF, representing both PTEF and the Perry Township School District in various functions, including:

- Serving as the public spokesperson for PTEF
- Maintaining a presence for PTEF in the community, such as attending chamber meetings and speaking to local civic service groups (Kiwanis, Lions, Legion, Knights of Columbus, etc...)
- Interfacing with local media to address questions
- Proactively seeking out earned media opportunities
- Creating, managing and protecting the PTEF image and brand
- Maintaining content of the PTEF website
- Developing outreach strategies for raising awareness of PTEF's mission and attracting philanthropic support for PTEF
- Writing, editing and managing the production of: quarterly newsletters and the Annual Report

MSDPT Relationships: Superintendent, Principals, Other Staff

The Executive Director is expected to maintain strong relationships with the Superintendent of Perry Township Schools, each of the school principals and all other staff of Perry Township Schools. The Executive Director is expected to represent PTEF at meetings with staff of the school district, including attending or coordinating board member school liaisons to attend the professional development meetings of at least one school each week.

Work Schedule

As a salaried, overtime exempt position, the PTEF Executive Director is expected to work Monday through Friday for a minimum of 40 hours per week. Some evening and weekend work commitments are necessary to meet the needs of the organization.

Expectations/Measurable Outcomes

The Executive Director's responsibilities are multi-faceted. However, the most critical measure of the Executive Director's performance is ensuring that sufficient philanthropic support is secured annually so as to meet the following financial demands:

- Staff compensation expenses
- All annual organizational expenses
- All funding to meet the board's goal of grant funding to be awarded
- Additional funding to continue the growth of PTEF funds at CICF

Evaluation

The Executive Director will be formally evaluated on an annual basis by the PTEF Executive Board Committee, utilizing the PTEF personnel evaluation form. The annual review serves three main functions:

- To allow the PTEF Board of Directors the annual opportunity to assess and evaluate the job performance of the Executive Director
- To allow the PTEF Board of Directors the opportunity to make adjustments to the Executive Director's annual compensation, based on the Executive Director's performance of job duties and responsibilities.
- To reassess the Executive Director's job description to ensure that the position best fits the current needs of PTEF

Qualifications

- The desire to support public education
- Four-year bachelor's degree
- Strong initiative and the ability to work autonomously
- Extremely high attention to detail and strong planning, organizational and interpersonal communication skills are essential
- Ability to manage a number of ongoing tasks and prioritize workload
- Ability to utilize analytical thinking and discretionary judgment
- Experience with Windows, MS Word, MS Excel, and ability to donor management database
- Willingness and ability to personally solicit gifts which further PTEF's mission.
- Experience in fundraising, prospect research and database management a plus
- Automobile and valid Indiana Driver's license

Additional Duties Not Otherwise Specified

- This job description is not considered all inclusive. The Executive Director maybe required to perform other related duties to meet the ongoing needs of PTEF's mission.