

## **Manor Schoolhouse Foundation (MSF)**

### **Executive Director Position Description & Scope of Work**

#### **Position Summary**

The Manor Schoolhouse Foundation is seeking a dynamic individual to lead the organization in partnership with a committed volunteer board. The position is a part-time (20-30 hours/week) contract position paid monthly. The individual will work remotely, but local travel is required for meetings with investors, school district partners, the board, and executive director business.

The Executive Director, under the supervision of the MSF board of directors, shall provide leadership for developing, planning, and coordinating activities of the Manor Schoolhouse Foundation, a 501c3 volunteer organization. The Executive Director assumes all responsibilities necessary to run the foundation's day-to-day operational functions, including developing, coordinating, and implementing fundraising and development strategies to raise funds for Manor Independent School District's innovative grants and programs.

#### **Role Objectives:**

1. Elevate MSF within the Manor/Central Texas community
2. Ensure sufficient funding to support selected initiatives critical to the students attending the Manor Independent School District within the approved budget of MSF.

#### **Specific Duties & Responsibilities**

The Executive Director shall work with the executive committee and all foundation committees to ensure the successful achievement of the objectives to realize MSF's strategic goals. The Executive Director will be provided an annual assessment by the executive committee

#### **Job Expectations**

- Demonstrate passion for public education and the MSF mission
- Skilled fundraiser
- Ability to multi-task and exhibit a high degree of initiative and ability to work and make decisions independently
- Ability to maintain and operate within MSF's budget
- Commitment to maintain confidentiality of information
- Perform additional duties and accept other responsibilities as assigned

#### **Relevant Experience**

1. Bachelor's degree preferred
2. Proven fundraising experience
3. Experience identifying grant opportunities and developing grant proposals
4. Marketing and/or event planning experience preferred

5. Experience working with partnership development/stewardship for an organization with similar objectives
6. Proficiency in technology: computer applications Microsoft Office, Excel, Google Suite, QuickBooks, Squarespace, DonorPerfect, and Constant Contact
7. Knowledge of the Manor ISD and Manor community
8. Demonstrated professional and personal characteristics necessary for working effectively with all levels of stakeholders
9. Excellent leadership, interpersonal, and communication skills (oral, written, and presentation) to interact with a variety of influential stakeholders.

### **Essential Job Functions**

#### **I. Fundraising (50% of the position)**

##### **Responsible for ensuring the following items are accomplished:**

1. Identify, cultivate, solicit, and steward donors to develop a strong donor base
2. Maximize financial support from individuals, corporations, and foundations through a) one-on-one solicitations b) employee giving programs c) individual giving campaigns d) grants e) corporate giving and sponsorships.
3. Develop and implement strategies for raising unrestricted funding.
4. Maintain DonorPerfect CRM, including donor and gift records, moves management, donor communications, and gift coding.
5. Maintain timely acknowledgment of all donor gifts
6. Plan, promote, and execute fundraising events.

#### **II. Program Development and Delivery (25% of the position)**

##### **Responsible for ensuring the following items are accomplished:**

1. Maintain a working relationship with the MISD administration to ensure that MSF activities support the educational programming goals of the school district and provide programs that cannot be supported by the regular school budget.
2. Collaborate with the MSF board of directors to ensure that short and long-range strategies work to achieve the mission of the organization.
3. Carry out existing programs and initiatives by:
  - a. Preparing program grant applications, materials and records, publicizing the grant application to Manor ISD educators, and supporting the Program Committee in awarding innovative grants.
  - b. Awarding grants each year in conjunction with the programs committee and board of directors through a Prize Patrol event and publicizing program grant awards.
  - c. Monitoring grant projects by attending classroom events and connecting with teachers/administration.
  - d. Annual program kick-off event

4. Regularly evaluate existing programs and report at monthly committee/quarterly board meetings.
5. Help create new initiatives in line with MISD goals and strategic plans.
6. Attend professional development seminars and training as necessary

### **III. Community Relations/Marketing (10% of the position)**

#### **Responsible for ensuring the following items are accomplished:**

1. Ensure the development and implementation of marketing strategies.1.
2. Serve as an effective spokesperson for MSF.
3. Establish sound working relationships with community groups, organizations, and other foundations.
4. Communicate regularly with MISD administrators, teachers, and the community.
5. Oversee preparation of social media, brochures, sponsorship packets, newsletters, annual reports (financial and year-end summary), and other promotional materials in cooperation with the marketing and development committees.
6. Oversee, update, and maintain website on Squarespace.
7. Establish sound working relationships with local print and broadcast media.

### **IV. Financial Management & Legal Compliance (5% of the position)**

#### **Responsible for ensuring the following items are accomplished:**

1. Maintain controls and accounting of all funds using sound financial practices.
2. Ensure monthly reconciliation of DonorPerfect and Quickbooks
2. Work with the finance committee in preparing a budget and seeing that the organization operates within its guidelines.
3. Follow all board-approved financial policies and procedures.
4. Keep the investment policy current and reviewed yearly as required
5. Maintain official records and documents in cooperation with the MSF Finance & Governance director; ensure compliance with federal, state, and local regulations.
6. Assure that all local, state, and federal tax documents (IRS Form 990) are filed in a timely manner.
7. Maintain D & O, Work Comp, and Payroll Audit Insurance for the foundation.

### **V. Administration & Board of Directors Management (10% of the position)**

#### **Responsible for ensuring the following items are accomplished:**

1. Supervise part-time bookkeeper in relevant functions
2. Develop and maintain appropriate procedures to handle day-to-day foundation processes and business in accordance with MSF by-laws.
3. Be responsible for all correspondence and file/record relevant mail, phone calls, and messages.
4. Maintain documents in compliance with governance policy
5. Maintain board records, minutes, and financial records, including a) conflict of interest statements,

b) board member commitment statements, c) board and committee meeting minutes, and monthly and annual financial reports.

6. Coordinate committee activities and assist the committee chair with agenda items, activities, and board issues.

7. Assist Finance and Audit Committees with all financial matters. Work with the MSF VP of Finance and Governance to review and monitor financial reports and monthly financial statements to develop both the annual budget and necessary reports and data for the annual audit and tax return forms.

9. Schedule Board of Director meetings, prepare agenda and all materials needed for meetings in cooperation with the board president

10. Send meeting notices in a timely fashion

11. Arrange for facilities and equipment needed for meetings, including virtual meetings

**To Apply:**

Email a cover letter, resume, and 2-3 references to [manorschoolhousefoundation@gmail.com](mailto:manorschoolhousefoundation@gmail.com).

**Application Question(s):**

1. Are you available to serve in Manor, TX for meetings and events and to fulfill executive director responsibilities?
2. Do you have experience fundraising for education and building relationships with education leaders and donors?

**Job Types:** Part-time, Contract

**Work Location:** Hybrid remote in Manor, TX

**Start date:** June 1, 2024

**Pay:** From \$60,000.00 per year

**Benefit:** Flexible schedule/choose your own hours

**License/Certification:** Driver's License (Required)