



**PARTNERS IN EDUCATION
FOUNDATION**
R O U N D R O C K I S D

Executive Director Position

The Executive Director serves as the lead representative, public face and point of contact for all Foundation programs, with a major emphasis on managing operations, working with Board members, managing and developing staff and fundraising activities. This role requires close collaboration with both Round Rock ISD and Foundation leadership to achieve annual budgetary targets and programmatic goals. The Executive Director will also be responsible for strengthening community engagement, building partnerships, and promoting the Foundation's mission and achievements throughout the region.

Management and Administration

- Identify, recruit, hire, train, and develop a talented team of employees who can lead critical areas of business and manage strategic business functions (program/events).
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Provide leadership for the development of strategic, organizational, and financial plans with the Board of Directors and encourage high-level engagement and participation of board members.
- Possess and accumulate industry knowledge to incorporate best practices including participating in conferences, webinars and other opportunities training to improve skills.
- Oversee maintenance and accuracy of financial, donor and grant databases.
- Work closely with financial contractors including payroll and monthly financial reporting
- Engage and encourage Board member participation in programs and events when needed.
- Maintain fiscal responsibility and financial oversight for the monthly and annual budget.
- Communicate regularly with Round Rock ISD leadership in an effort to ensure that the Foundation is in line with supporting and funding the right priorities that have been identified for Foundation Support.
- Responsible for representing Foundation in maintaining up-to-date financial obligations pertaining to office management, HOA fees, utilities, billings and overall maintenance of building.
- Maintain records, receipts, documents with the assistance of staff.
- Fully participate in preparing and organizing documents for annual audit.

Fundraising Efforts

- Maintain effective relationships with schools, administration, parents, business partners and the community at large to build a strong awareness of Round Rock ISD history, mission, and ongoing commitment to enriching the educational experience for all Round Rock ISD students.
- Collaborate with the Superintendent and Leadership of Round Rock ISD or designee to identify school district funding priorities and needs.
- Responsible for collaborating with staff and District designee to identify and develop new partnerships with business and community leaders.

- Coordinate, Manage and Plan with staff and Board members fundraising and program events
- Work with key PIE Foundation Staff and Board members to seek, secure and drive strategy in obtaining major gift opportunities including potential endowments, alumni and annual campaign giving programs.
- Represent the Foundation when needed at evening and weekend events in ways that strengthen the brand, communicate the Foundation's impact, and encourage donations/contributions to support the mission.
- Responsible for knowledge of grant availability and grant writing for the Foundation. Work with Development Director and District staff in securing community grants.
- Invest time in customer and donor relations maximizing the use of organizations software systems (CRM) if available
- Focus on accounting practices and integrity of record keeping.
- Provide that all funds are disbursed and spent in a transparent manner.
- Review communication strategies and lead content creation for the website, social media, annual report, newsletter, donor, and promotional materials.

Board Relations and Board Communications

- Work with the Executive Committee and Board members to develop, monitor, and communicate the organization's annual and long-term plans for reaching the foundation's goals.
- Attend, prepare slides, documents and materials as needed for two monthly Board meetings during the work day or as directed by the Board President.
- Attend or have designee attend committee meetings as needed; prepare materials for such meetings.
- Help define the priorities and develop teamwork among board members, volunteer leaders, and school district staff.
- Work with the Board President to ensure effective and efficient Board committee structure and operations including development opportunities.
- Assist in the recruitment, selection, and orientation of new Board members and officers in partnership with the Board Development Committee.
- Assist the President in planning the agenda and materials for the Board meetings.
- Review and sign vendor contracts and grants as the lead fiscal agent.

Qualifications

- Bachelor's degree required, preferably a Graduate degree in Education, Business Administration, or Nonprofit Development
- Previous experience in owning a Business a plus but not required
- Certified Fundraising Executive (CFRE) preferred.
- 8+ years of experience in fundraising/fund development, public relations, leadership in the nonprofit sector, or in corporate sales; combination of education and experience considered
- 5+ years of director management or supervisory experience of individuals or department
- 5+ years of experience in business audits and financial budgeting
- Proven success in cultivating and securing in person major gifts, planned gifts, corporate partnerships, foundation giving, direct mail and special events
- Skilled in budget planning/management
- Documented experience and relationships built with business/corporate partners, donors, parents and other organizations
- Strong oral, written and interpersonal skills.
- Strong relationship skills for both in-person and/or virtual engagement is required.

- Computer skills to include Microsoft Office, Microsoft Publisher, and other windows-based software; experience with fundraising-specific software preferred.
- An understanding of Round Rock ISD, the local community of Round Rock and North Austin
- A supporter of Public Education
- Excellent understanding of finance-related performance standards
- Experience in Securing major gifts and Legacy gifts
- Large event planning experience; events with 500-5,000 participants and volunteers
- Strategic thinking and analytical skills
- Self-Starter and work independently
- High energy level, persistence, and self-motivation
- Outstanding written and presentation skills
- Organized and detail-oriented
- Excellent in creating and utilizing excel, word and google documents
- Demonstrate ability to work and cultivate relations across a variety of sectors and communities.
- Proven success in recruiting and retaining high-level volunteer leaders and cultivating relationships for future donor opportunities.

Essential Functions/Physical Requirements:

Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights up to 30 pounds. Overall mobility is essential including sitting or standing for long periods of time, driving a vehicle and working under challenging conditions (School Supplies event, Golf Tournament, Gala and other programs and events not listed).

Work Conditions:

Work is performed within the office, campus and outside locations when deemed necessary for Special events. Job requires some lifting, carrying and loading of equipment for events and programs. Job also includes but is not limited to the following evening and weekend events/work (Gala, Golf, Teacher of the Year, Scholarship Reception and School Supplies) where all staff is expected to work and attend. Flextime is added for this time throughout the year and based on 226 calendar days reflective of the RRISD Administrative Calendar.

Salary Range:

- (\$105,000 - \$125,000) Based on Experience
- Retirement match up to 3% Simple IRA
- Monetary stipend provided-\$5,616 towards Health/Dental benefits provided pro-rated per pay period)

For consideration please submit cover letter and Resume to:
rrisdpief@rrisdeducationfoundation.org

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

