



## **Eanes Education Foundation Executive Director - Austin, Texas**

The Eanes Education Foundation (EEF) is a 501(c)(3) organization dedicated to providing critical resources in support of educational excellence throughout Eanes Independent School District (Eanes ISD). Since 1991, EEF has served as the fundraising arm of the Eanes ISD, raising millions in current and endowed financial support from the community and corporate donors.

EEF is presently seeking an experienced nonprofit leader with the demonstrated range of leadership, fundraising, and management skills necessary to strengthen the organization's capacity and advance its mission to fund the gap between adequate and excellent education by funding teacher and staff positions not funded by the State of Texas but vital to the quality education offered by Eanes ISD.

The Executive Director will oversee a budget of approximately \$3 million as a baseline and a staff of six part-time employees and will grow the organization's fundraising capacity to support Eanes ISD's immediate and long-term needs. EEF offers several annual fundraising initiatives tailored to support Eanes ISD needs and hosts a multitude of opportunities for volunteers to get involved.

Reporting to the Board of Directors, the Executive Director will be responsible for the overall direction, management, financial health, and public image of EEF. The Executive Director's primary responsibility is to plan and execute fundraising programs and strategies to achieve the organization's goals.

The successful candidate is a dedicated, visionary leader that possesses strong integrity, a passion for excellence in public education, and is highly proficient in fundraising and operations management. This individual will be a strong leader demonstrating best management practices, decision-making skills, and knowledge of organizational culture. S/he will have the ability to motivate donors, employees, district partners, policy makers, and key stakeholders. The Executive Director shall execute a leadership style that is collaborative in nature, contributing to a professional and nurturing environment across the organization. The Executive Director shall demonstrate the ability and willingness to strategically expand relationships and work with diverse communities and socioeconomic backgrounds. S/he must excel in diplomacy, organizational management, project management and have a deep sensitivity for the communities served.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

#### **Leadership and Management**

- Align committees, volunteers and staff, improve critical infrastructure and cultivate new donors to achieve a baseline of approximately \$3 million in fundraising.
- Expert management of both near-term and longer-term strategic initiatives-- a requirement of this fast-growing foundation.
- Ensure ongoing consistent quality of management in finance and administration, fundraising and communications.

- Recommend timelines and resources needed to achieve near-term and strategic goals and objectives with experience doing so for a fast-growing entity.
- Help develop, maintain, and support a strong Board of Trustees; serve as non-voting member of assigned Board committees, seek and build board involvement in providing strategic direction for ongoing operations.
- Cultivate and maintain a strong, transparent, and collaborative working relationship with the community and Board, ensuring they are informed of the organization's operations and financial status, community interests and fundraising opportunities, and other matters of importance to achieve the organization's mission.
- Lead, coach, develop, and retain all EEF employee team members and volunteers, ensuring they are informed, their activities are well coordinated, and they have the necessary resources to be productive and contribute to the goals of the organization in a positive, team-oriented manner.
- Maintain a diplomatic and teambuilding approach to problem solving and handling constituent complaints.
- Serves at the discretion of the Board of Trustees and performs other duties as assigned.
- Oversee critical infrastructure and maintenance of information systems and infrastructure that support the organization's operations to execute campaigns as efficiently and effectively as possible, support committees and volunteers and ensure transparency to donors and community. This includes website, Salesforce.com database, Bid-pal, etc.
- Direct the development and enhancement of relationships with strategic partnerships within the community, including other nonprofits, the business community, funders, and others
- Strength in leading, managing and motivating dedicated volunteers and staff.

### **Fundraising and Communications**

- Expand organization revenue through solid endowment focused fundraising.
- Develop, maintain and deepen key constituent relationships with funders including foundations, individual donors and community organization partners in coordination with volunteers and Development staff.
- Actively engage and energize EEF volunteers, Board members, event committees, partnering organizations, and funders.
- Deepen and refine all aspects of communications from web presence and social media strategies with the goal of creating a stronger profile and reach.
- Build a visible and influential external community presence to establish collaborative relationships and garner new opportunities.

### **Planning**

- Build and maintain partnerships in new areas of fundraising and maintain and grow relationships with funders, political and community leaders.
- Be an external local presence that publishes and communicates results with an emphasis on the successes of the local Eanes ISD.

### **QUALIFICATIONS, KNOWLEDGE AND SKILLS REQUIRED:**

#### **Required**

- At least 5+ years of experience in management/leadership
- Bachelor's degree required; advanced degree is desirable
- Strong oral and written communication skills, including an aptitude for public speaking
- Strong working knowledge of endowment fundraising and major gift campaigns
- Ability to develop a strong network with key community stakeholders to foster collaborative partnerships

- Ability to inspire and build trust and confidence with Board members, donors, community members, staff and key volunteers
- Exceptional people management skills
- An established reputation for high ethical standards

#### **Preferred**

- Knowledge of the local nonprofit community and area philanthropy
- Resident or parent in the Eanes Independent School District
- Background in public education foundation management
- Proven leadership and support of volunteer teams
- Ability to work with diverse communities
- A proven track record of success in leading effective fundraising programs
- Knowledge of and experience in best practices of nonprofit and/or for-profit management and leadership with a proven track record of accomplishment
- Experience with fundraising systems and tools such as SalesForce.com, Bid-Pal, and Social Media campaigns.

#### **Contact**

To apply for this position, please email your résumé, cover letter and list of three references by **5 p.m., Tuesday, February 11, 2020** to:

**Jennifer Jacoby Ramberg**  
**President of the Board**  
Eanes Education Foundation  
4916 Barclay Heights Court  
Austin, Texas 78746  
Email: eef-jobs@eanesisd.net

***Eanes Education Foundation is an Equal Opportunity Employer***

***We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, without prior consent, nor will reference contacts be made until mutual interest has been established.***