



Eanes Education Foundation Executive Director Job Description

The Opportunity

The Eanes Education Foundation (EEF) is seeking a dynamic, relationship-driven Executive Director to lead the organization into its next phase of growth and impact.

EEF supports excellence in Eanes ISD by funding programs, positions, and initiatives that enhance the educational experience for students and teachers. With a strong foundation and highly engaged community, EEF is well positioned for continued growth.

This is a rare opportunity to lead one of the most respected education foundations in Texas—and to help shape its future.

What Success Looks Like

In the first 24–36 months, the Executive Director will:

- Grow philanthropic investment, including major and transformational gifts
- Re-engage key community members and expand the Foundation's base of support
- Establish a clear annual plan aligning fundraising, sponsorships, communications, and events
- Lead and strengthen a high-performing team with clear roles and accountability
- Strengthen engagement of the EEF Board of Directors in fundraising and community outreach
- Ensure strong financial stewardship and organizational discipline
- Support alignment with the Eanes Endowment by connecting current fundraising to long-term strategy

The Role

The Executive Director serves as the Foundation's chief executive and chief philanthropic officer, responsible for fundraising, community engagement, and overall organizational performance.

This leader will focus on high-impact work—relationships, fundraising, strategy, and team leadership—while empowering staff to execute effectively.

Key Priorities

Fundraising & Community Engagement

- Lead EEF's fundraising strategy, including major and transformational gifts
- Build relationships with donors, volunteers, and community leaders, including high-capacity donors
- Ensure campaigns and events serve as strategic drivers of donor engagement and growth
- Partner closely with the Director of Development to support and grow fundraising efforts

Team Leadership

- Lead, develop, and strengthen a high-performing team
- Establish clear roles, priorities, and accountability
- Align team members to their highest-value work

Strategy & Execution

- Develop and manage a cohesive annual plan that brings structure and alignment
- Balance multiple priorities while maintaining focus and forward momentum

Board & Community Leadership

- Partner with the EEF Board of Directors to support governance, strategy, and fundraising
- Serve as a visible and trusted representative of EEF
- Inspire and engage volunteers and community stakeholders

Who We're Looking For

A strategic, relational leader who brings:

- Proven success in fundraising, including major gift development
- Experience building and leading strong teams
- Ability to create structure, clarity, and accountability
- Exceptional relationship-building skills and executive presence
- Ability to manage multiple priorities in a fast-paced environment
- High emotional intelligence and sound judgment

Community Fit

Experience in Eanes ISD or a similar high-performing, highly engaged community is valued but not required.

To Apply

Please submit your résumé and cover letter to: eef-jobs@eanesisd.net. References will be requested later in the process.

***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.***