



## Foundation 65 Executive Director

Foundation 65 (F65) is looking for a dynamic leader to assume the role of full-time Executive Director and steward the organization into its next phase of growth and development.

F65 is the educational foundation for Evanston-Skokie School District 65 and raises funds to support activities that enrich District 65 schools and encourage both excellence and equity in education. While F65 collaborates with the District to support the schools' teachers and students, it is an independent operating foundation with its own volunteer board and funds. Since 2008, F65 has invested more than \$2,500,000 in projects and programs making an impact at every school in the District.

### ***Position Overview***

The Executive Director is responsible for fundraising and donor relations; oversight of the implementation of F65-funded programs and the annual responsive grant cycle; day-to-day operations of the organization including providing staff oversight of one part-time office manager; cultivation of the organization's volunteer base including the Board of Directors; marketing and communications; and financial oversight. The Executive Director serves as the most visible representative in the community, regularly engaging with District 65 leadership and serving on various community committees.

### ***Responsibilities***

#### **Fundraising & Donor Relations**

- Set fundraising goals for organization's various activities and campaigns based on operational and programmatic needs
- Identify and cultivate new donor prospects and steward existing donor relationships to include keeping donors informed of programs and generating support for specific programming
- Oversee My 65 Benefit, F65's annual fundraiser, including identification of co-chairs and host committee, providing logistical support for all aspects of the event and active stewardship of donors, volunteers, and sponsors
- Oversee Principal Circle Event, F65's leadership donor event
- Manage correspondence and acknowledgement of gifts and pledges of support, write proposals, and draft donor/gift/pledge agreements as needed
- Maintain donor database to track fundraising progress, update donor records, and initiate mailings/direct mail campaigns

#### **Programming and Engagement**

- Work closely with D65 educators and external partners to oversee implementation of funded programs
- Work closely with partners to understand needs of students/teachers and the evolving landscape of education in our community
- Stay apprised of D65 funding needs, educational trends, and relevant curriculum and educational issues that impact funded programs
- Make presentations to internal and external audiences as needed to inform about programs and F65 impact
- Attend site visits to observe programs in action
- Ensure grantees are in compliance with agreed upon benchmarks

- Oversee annual responsive grant cycle including recruiting volunteer review panel
- Meet regularly with key stakeholders to provide programmatic updates
- Provide leadership and support for all aspects of the Summer Reading Program

### **Marketing and Communications**

- Develop and implement marketing opportunities to publicize grantees' work and impact of funded programs
- Work with Marketing Committee to plan and write all press releases and e-newsblasts
- Oversee committee communications with PTAs and partner organizations
- Write and manage the production, design, printing and mailing of Annual Report
- Produce and design marketing materials
- Oversee and update website, database, listserv and social media sites
- Ensure a library of photographs are continually updated for marketing purposes, obtaining media consent permission as needed
- Keep apprised of marketing best practices and management

### **Financial Oversight**

- Review and set annual budget in collaboration with Treasurer
- Take active role in annual audit, working closely with accountant and reporting to Treasurer and Board leadership
- Ensure timely filing of tax documents and maintain tax-exempt status
- Manage payroll service requirements and administration
- Provide ongoing oversight of organization's banking and investments with Treasurer
- Review payments/bills and sign checks

### **Board and Volunteer Development**

- Cultivate organization's volunteer base including Board of Directors, Advisory Board, Event Committee and Responsive Grant Review Panel
- In collaboration with Board Development chair, designate committee assignments and monitor engagement of board members
- Regularly communicate with and support Board of Directors

### **Applicant Qualifications**

The successful candidate will be both creative and an analytical thinker and will be able to work independently and collaboratively with board leadership and district administration to convey, sustain, and enhance the mission of Foundation 65. The candidate will have an equitable mindset, be a self-starter, and have excellent written and verbal communication skills; strong presentation skills; and excellent organizational skills. Prior fundraising and not-for-profit experience are strongly preferred. Financial knowledge; experience with budgeting, marketing, and event management; and familiarity with Evanston/Skokie School District are a plus.

**Interested applicants must submit a cover letter and resume to:  
EDresumes@foundation65.org by July 31, 2018.**