

Job Description
Ft. Thomas Education Foundation
Executive Director

Reporting to the Board of Directors, the Executive Director (ED) is responsible for overseeing the fundraising, administration, strategic plan, program implementation and tracking for the Fort Thomas Education Foundation (FTEF).

Responsibilities

Fundraising

- Provide leadership, coordination & support to Development Committees' programs, events and initiatives.
- Demonstrate impact, through measurable results, to fundraising growth & revenue goals.
- Establish, expand and maximize external presence and relationships to garner new fundraising opportunities.
- Seek grant opportunities and assist/coordinate with submission of applications for available grants.

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Responsible for strategic planning (and tracking progress to goals) to ensure that the FTEF can successfully fulfill its mission.
- Develop and manage timelines and resources needed to achieve the strategic goals.
- Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Support our active Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Ensure effective systems & infrastructure to track progress and regularly evaluate program components.
- Management of reporting & analytics that can be effectively communicated to the board, funders, and other constituents.
- Maintain a working knowledge of significant developments and trends in the field.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Manage Foundation Coordinator.

Communication

- Keep Board of Directors and Advisory Council fully informed on the condition of the organization and all important factors influencing it.
- As ex-officio of each committee, ensure proper communication to avoid duplication of efforts and optimized productivity.
- Publicize the activities of the organization, its programs and goals through print and social media.
- Establish sound working relationships with community groups and organizations to increase awareness and promote participation.
- Serve as point-of-contact of the FTEF for local, regional and national partners and vendors.
- Manage all aspects of FTEF Marketing Communication including; Annual Report, Traditions Magazine, Sports & Theatre Programs, Yearbook Ads, FTIS Calendar.

Qualifications

- Bachelor's degree and 10 years of non-profit and/or senior management experience preferred.
- Experience with organizational management; specifically managing/ coaching staff, setting and achieving strategic objectives, and managing a budget.
- Proven record of effectively leading; ability to point to specific examples of having developed and operationalized strategies with measureable results.
- Successful fundraising experience.
- Ability to work effectively in collaboration with Board of Directors and volunteers.
- Strong marketing, public relations, and communication experience with the ability to engage a wide range of stakeholders.
- Strong written and verbal communication skills.
- Exemplary project management skills.
- Action-oriented, entrepreneurial, adaptable, and innovative.