Goddard Education Foundation  
Executive Director Job Description

**BASIC FUNCTION:**

Under the direction of the Board of Directors, the Executive Director provides leadership to develop, coordinate and implement fund raising activities for the Goddard Education Foundation (GEF), in support of Goddard Unified School District USD 265. These activities include annual giving, major gifts, planned gifts, corporate and foundation relations, alumni relations, special events and specific campaigns. The executive director serves as the point of contact for all GEF programs, collaborate with the District Liaison, Board of Directors and committee members to meet the annual goals as well as promote the Foundation’s mission within the community and school district.

**PRIMARY DUTIES:**

Develop and implement a comprehensive fund-raising program with specific short and long-range goals and objectives in support of Goddard Education Foundation’s mission and goals in collaboration with the GEF Board of Directors.

Collaborate with Goddard School District Administrators to develop funding priorities that are consistent with GEF’s strategic plan and mission.

Manage and participate in maintaining the goals, objectives and priorities of Goddard Education Foundation and recommend and administer policies and procedures.

Participate in all board and committee meetings, as needed.

Develop and implement programs in the areas of major giving, annual giving and corporate and foundation gifts, and sponsorships.

Develop, implement and monitor an alumni relations program, including annual giving activities.

Direct and actively participate in major gift solicitations, formulate prospect strategies and manage all direct cultivation, solicitation, stewardship and recognition activities.

Implement donor stewardship programs that recognize and cultivate corporate and individual donor relations.

Plan and implement special events and programs designed to increase the engagement of current donors and identify and attract new prospective donors.

Develop comprehensive marketing program that incorporates the publication of collateral materials including brochures, direct mail, annual reports, website and other fundraising materials.

Work with Board of Directors to identify prospective board members for the GEF Board.
FUTURE DUTIES:

Develop and implement a grant and planned giving program
Identify, research and solicit grants to support the strategic goals of the Goddard School District.
Direct and actively participate in planned giving solicitations, formulate prospect strategies and manage and direct cultivation, solicitation, stewardship and recognition activities.

DESIRE KNOWLEDGE AND SKILLS:

A bachelor’s degree is required.
Knowledge of operational characteristics, services and activities of non-profit organizations including program development, fiscal administration, and working with a board of directors.
Principles and concepts of fundraising, donor recognition, and marketing.
Event planning.
Use of technology including basic office software, website maintenance, use of social media, and the development and maintenance of donor database.
An understanding of public education in Kansas.

EDUCATION AND EXPERIENCE:

A bachelor’s degree is required. Experience in developing relationships and raising funds from individuals, as well as corporations and foundations; and demonstrated success in effective volunteer management. Demonstrated expertise in personnel management, strategic planning, fiscal planning and accountability and program planning and implementation is preferred.

TO APPLY:

Please complete the Goddard Public Schools application process online at http://www.applitrack.com/goddardusd/onlineapp/ or by clicking on the “Apply for a Job” link on the www.goddardusd.com homepage. Please include a cover letter, resume, and three current references. The application deadline is February 12, 2016 or until filled. For questions about the position, please contact Dr. Justin B. Henry, superintendent of schools, at justinhenry@goddardusd.com.

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