



SPEF Executive Director Position Description

The Executive Director is the public face of the Foundation, responsible for the daily administration of the organization, coordination of fundraising efforts, and management of grants and awards. The Executive Director reports directly to the SPEF Board of Directors.

Job Responsibilities include:

- Representing SPEF in the Stillwater community
 - Building relationships with community partners, donors, and Stillwater Public Schools, while enhancing the reputation of SPEF.
 - Regular community education about SPEF's programs and events through social media, public events, and news media.
 - Attending school events and participating in SPS functions.
- Coordination of all fundraising efforts
 - Serving as the point of contact for all fundraising campaigns.
 - Supporting Board committee chairs in planning and executing live events, online campaigns, and mailouts.
 - Fiscal responsibilities, including collection of donations and depositing funds.
- Management of grants and awards
 - Collecting grant applications and assisting Allocations Committee with reviews.
 - Communication and education with SPS regarding application deadlines.
 - Provide direction and support to applicants throughout the application process.
 - Announce awards and coordinate celebrations.
 - Order, purchase and distribute awarded items.
 - Assist in tracking inventory for SPS.

- Day to day administration of Foundation
 - Coordinate monthly board meetings, including distribution of minutes and agendas.
 - Meet with board officers regularly regarding financial reports and agenda items.
 - Meet with committee chairs as needed
 - Maintain board bylaws, personnel information, financial records, donor database (ETapestry), and all correspondence for the Foundation.
 - Maintain website, mailings, and newsletters.
 - Facilitate onboarding process for new board members and training for committee chairs
 - Other duties as assigned by Board of Directors.

Qualifications

- High integrity leadership.
- Ability to forge relationships and strengthen community support.
- Public speaking and presentation skills.
- Excellent written communication skills.
- Strategic planning experience.
- Event planning, fundraising, and other nonprofit experience a plus.
- Experience in digital file formats and software a plus including (name of software for donor database, google docs, social media platforms, etc.)