

# Dripping Springs Education Foundation

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## Dripping Springs Education Foundation – Executive Director

The Dripping Springs Education Foundation (DSEF) is seeking an Executive Director to drive fundraising efforts that directly impact the lives of Dripping Springs ISD (DSISD) students and educators. If you have a passion for building community relationships and fundraising to “engage the community to provide more students with better opportunities,” this is the job for you. All money raised through DSEF is designated for DSISD and is distributed through the Mental Health Initiative, Innovative Teaching Grants and Student Leadership Grants.

### **PRIMARY PURPOSE AND JOB SUMMARY:**

The Dripping Springs Education Foundation (DSEF) Executive Director is responsible for the planning, direction, development, administration, supervision, and implementation of a comprehensive fundraising plan to support operations and programs under the direction of the DSEF Board of Directors. Also responsible for community relations and measuring effectiveness of programs. This position reports to the DSEF Board President and Board of Directors.

### **EXPERIENCE:**

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#### **Minimum Experience:**

- Previous fundraising experience (3-5 years) in the non-profit arena
- Experience (3-5 years) working with non-profit foundations, foundation boards and volunteers
- Experience in marketing and/or public relations
- Experience working at a professional level with corporate officers, business and community leaders

### **QUALIFICATIONS:**

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#### **Minimum Education/Certification:**

- College degree in applicable field required

#### **Special Knowledge/Skills:**

- Demonstrated leadership and recorded accomplishments in the broad field of fundraising
  - Strong organizational skills
  - Strong interpersonal skills
  - Sound understanding of bookkeeping functions, audits, financial statement preparation and corporate record maintenance
  - Ability to implement policy and procedures
  - Experience with donor management (preferably DonorPerfect) and event management software
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- Grant writing experience
- Exhibit excellent public relations including the ability to speak effectively before varied audiences, such as students, parents, staff, and community

The ideal candidate will be:

- a **creative visionary** who is passionately focused on effecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities;
- a **dedicated professional** who creates a supportive environment by modeling and expecting accountability and responsibility; who exemplifies ethics; who accepts and values the differences of others, and who has a sense of human wisdom, courage, and compassion;
- an **effective communicator** with exceptional public relations and interpersonal skills, who is open minded and perceptive to the needs and expectations of the students, campus and DSISD staff, parents, and members of the community, and who, through the art of collaboration and creative problem solving, cultivates cohesiveness;
- an **inspiring catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges the expertise, celebrates the successes, and honors the lives of others; and
- a **life-long learner** who perpetuates self-motivated learning, and resourcefully and effectively seeks dynamic change with continuous monitoring, evaluating, and adjusting.

## RESPONSIBILITIES:

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### Major Responsibilities and Duties

1. Coordinates all meetings and functions of the Board of Directors.
  2. Attends all meetings of the DSEF Board and Executive Committee (unless excused from attendance by mutual agreement or at the request of the Board).
  3. Assists the Board of Directors in development of a strategic plan and monitors progress of both short and long-term goals.
  4. Directs fundraising to cultivate, motivate and solicit individual, foundation and corporate donors which includes the development and maintenance of a donor management system.
  5. Maintains current knowledge of best practices in fundraising, planned giving and tax laws related to charitable giving (to include in-kind donations, annual giving, donor advised funds, gifts of appreciated stock, trusts, wills and bequests, corporate giving, grants, memorials and tributes).
  6. Plans, directs and supervises the preparation and production of all publications and development and maintenance of all mailing lists.
  7. Provides advice, counsel and general departmental support to all DSEF committees regarding communications, operations, and development.
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8. Serves as official representative and spokesperson for DSEF.
9. Presents annually to the DSISD Board of Trustees regarding the partnership.
10. Works with the media to cover DSEF events and activities.
11. Maintains membership and represents DSEF in appropriate professional groups, organizations, associations and community service clubs.
12. Provides community awareness programs through presentations to the clubs, organizations, publications and special programs.
13. Fosters active community support and develops revenue, goodwill, and gifts exclusively for the benefit of DSISD.
14. Plans, directs and supervises implementation of the DSEF's internal and external public relations programs.
15. Develops written proposals to corporations, foundations and individuals.
16. Assists in preparing the annual budget.
17. Responsible for assisting and overseeing the implementation of policies, procedures, guidelines and plans related to all activities of DSEF.
18. Oversees the management of ongoing administrative operations for the Foundation (e.g. audit, financials, tax returns, bylaws, insurance, policies and procedures, documentation of minutes, etc.).
19. Responsible for managing support staff and volunteers in a manner consistent with the policies and procedures of DSISD.
20. Responsible for management of comprehensive database/reporting and tracking system for Foundation donors and the disbursement of grants made by the Foundation Board.
21. Oversees DSEF's programs including the Mental Health Initiative, Innovative Teacher Grants, Student Leadership Grants, and the Nick LeFevre Community Youth Fund.
22. Exercises fiduciary responsibility over DSEF's operations and expenditure of funds.

## **Fundraising**

1. Identifies, establishes and maintains segmented donor prospect lists for DSEF by coordinating with the Foundation President and the Vice President of Development.
  2. Assists in making presentations and/or submitting proposals to potential corporate and foundation partners.
  3. Seeks grant funding opportunities alongside the Trusts and Foundations Committee.
  4. Writes grant proposals.
  5. Represents the Foundation as a spokesperson to external constituencies (e.g. board members, PTA leadership, school campus boards, teachers, volunteers, outside professional organizations and associations, and corporate donors).
  6. Builds relationships with outside business professionals (e.g. attorneys, CPAs, life insurance agents, estate and financial advisors, doctors and other professionals).
  7. Assists with the continued development of the Dripping Springs High School Alumni Association in partnership with DSISD.
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8. Communicates with the donors, DSISD, Board of Directors and business community on the accountability and effectiveness of the donors' contributions.
9. Coordinates with the Vice President of Development and Event Chairpersons to raise funding/underwriting for the Foundation's special events.

**Other Duties**

1. Reports to DSEF Board President.
  2. Performs other duties as assigned by the Foundation's Board of Directors.
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