

# EXECUTIVE DIRECTOR GERMANTOWN EDUCATION FOUNDATION

Germantown Education Foundation (GEF), located in Germantown, Tennessee, seeks to hire an Executive Director. This is a full-time, salaried position requiring 40 or more hours per week, year-round (with paid vacation time and personal time off to be negotiated). The position will have an office, but partial remote work is permissible. Salary is commensurate with qualifications and experience.

## OVERVIEW OF GEF:

Established in 2006, GEF is an independent, 501(c)(3), nonprofit corporation. GEF's mission is to mobilize community resources to support and benefit schools and educational programs in the Germantown Municipal School District (GMSD). Through grants, projects and initiatives, GEF helps advance the academic achievement of students by improving the quality of teaching and learning in the GMSD schools.

Visit [www.germantowneducationfoundation.org](http://www.germantowneducationfoundation.org) for more information.

## QUALIFICATIONS:

### Education/Certification:

- Bachelor's degree required
- Master's degree or equivalent preferred

### Special Knowledge/Skills:

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 and innovation in an effort to realize the possibilities rather than be content with the probabilities;
- a **dynamic leader** with proven fundraising expertise and experience in nonprofit management, able to work successfully with a Board of Directors and to engage with all levels of potential donors and GEF stakeholders;
- 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 district staff, parents, and members of the community, and who cultivates cohesiveness through collaboration and creative problem solving;
- 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 demonstrates wisdom, courage, and compassion;
- 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.

The candidate should have knowledge of or experience with:

- overall operations of nonprofit entities;
- 501(c)3 rules and procedures;
- grant writing; and
- fundraising rules, prohibitions, and restrictions specific to 501(c)3 entities and public schools

The candidate must have the ability to:

- implement policy and procedures;
- interpret data;
- manage budgets;
- exhibit excellent public relations, organizational, communication, and interpersonal skills; and
- speak effectively before varied audiences, such as students, parents, staff, and the community

### **Experience:**

- Minimum of three years' successful experience with nonprofit entities is preferred, with experience in a director or management role desired.
- An excellent understanding of the public education system in Germantown, as well as strong ties to the community, its leadership and potential donors, is also preferred.

## **MAJOR RESPONSIBILITIES AND DUTIES**

- 1) **Board Interaction:** Works with the GEF Board of Directors ("Board") to fulfill the organization's mission.
  - Works collaboratively to support and guide the organization, in alignment with the defined mission and GEF's recently approved Strategic Plan.
  - Communicates effectively with the Board and provides, in a timely and accurate manner, information necessary for the Board to make informed decisions.
  - Works closely with Board members to secure their involvement in fundraising, special events, and visibility of GEF.
  - Helps coordinate Board and Committee meetings.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the ongoing financial health of GEF.
  - Develops and implements fundraising plans and revenue streams necessary to support GEF's mission and programmatic priorities.
  - Researches and applies for grants/donations from a variety of sources, both public and private, and collaborates with other organizations as necessary.

- Exercises fiduciary responsibility for GEF’s operations and expenditures, working with the outside accounting firm and Board Finance Committee to ensure timely and accurate monthly financial statements and a fiscally responsible annual budget.
  - Operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.
- 3) **Organization Mission, Strategy and Public Awareness:** Works with the Board to ensure that GEF’s mission is fulfilled through programs, strategic planning and community outreach.
- Oversees and implements GEF’s programs, including grants to GMSD schools.
  - Oversees and coordinates annual 5K Race, utilizing part-time or contract-based support staff and volunteers.
  - Implements and provides periodic updates to the Board and community regarding fulfillment of the Strategic Plan.
  - Works to enhance GEF’s image by being active and visible in the community, and by working closely with other professional, civic, and private organizations.
  - Serves as GEF’s primary spokesperson to the community and the media.
  - Oversees marketing and other communication efforts, in conjunction with Board Marketing Committee.
  - Establishes and maintains relationships with various organizations and utilizes those relationships to strategically enhance GEF’s fundraising and programs.
- 4) **Organization Operations:** Oversees and implements appropriate resources to ensure the appropriate operations of GEF.
- Works to identify, hire, supervise and retain competent, qualified staff, including part-time or contract-based staff, or interns.
  - Recruits and supervises volunteers for special events and other activities.
  - Effectively administers, plans, and oversees GEF’s day-to-day operations.
  - Ensures that GEF’s database is effectively tracking donors and their activity, and that GEF’s website is communicating the organization’s mission, events, and opportunities for engagement.
  - Signs agreements on behalf of the organization and ensures payment of vendors within the provisions permitted by GEF bylaws.
- 5) **Performs Other Duties as assigned by the Board of Directors**

## HOW TO APPLY:

Interested applicants should send a cover letter and current resume in PDF format to [GEF.Apply@gmail.com](mailto:GEF.Apply@gmail.com).