

## **TITLE**

### **EXECUTIVE DIRECTOR, COMMUNITY PARTNERSHIP FOUNDATION**

#### **MINIMUM QUALIFICATIONS:**

- A. A bachelor's degree
- B. Experience in public education or nonprofit organization
- C. Extensive experience in working with volunteers

#### **KNOWLEDGE AND ABILITIES:**

- A. Knowledge of public education operations and procedures and the ability to effectively communicate with school personnel
- B. Knowledge of organizational management as related to a nonprofit organization
- C. Knowledge of grant writing, ability to secure corporate and individual support and organize fund raisers
- D. Skilled in both oral and written communications
- E. Able to provide leadership that will link the private and public sectors together
- F. Able to motivate self and volunteers

#### **DUTIES AND RESPONSIBILITIES:**

- A. Maintain an open line of communication between Board members and Staff
- B. Maintain office and supervise staff
- C. Coordinate and supervise committees of volunteers
- D. Supervise bookkeeping and accounting of designated and non-designated accounts and make monthly financial reports to the Board
- E. Develop and recommend policies and procedures
- G. Prepare annual report, quarterly newsletter and press releases
- H. Coordinate program promotion and public information
- I. Research, make contacts and apply for foundation grants
- J. Coordinate local fund raising efforts, including individual/corporate membership and contributions

#### **ACCOUNTABILITY:**

- A. Person(s) to whom responsible  
Board of Directors, Community Partnership Foundation
- B. Evaluator(s)  
Board of Directors, Community Partnership Foundation