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