



JOB DESCRIPTION: EXECUTIVE DIRECTOR

SUMMARY: Reporting to the President, Board of Directors, the Executive Director is the managing leader of the Waukee Community Schools Foundation. The Executive Director is responsible for overseeing organizational administration, growth and impact strategies and execution, staff and board management, and fiscal management of the organization. Other key duties include developing a diverse fundraising strategy, brand strategy, and community engagement. This position is responsible for fostering a dynamic organizational culture and strengthening our programs and impact across the Des Moines Metro.

The Executive Director will be an experienced nonprofit professional and serve as an active and passionate ambassador of the WCSF's diverse projects and initiatives while simultaneously cultivating and sustaining relationships throughout the Waukee District and the communities represented. The Executive Director must be flexible, value a spirit of collaboration and community building, positively support and promote inclusive and equitable environments, and be passionate about our core mission: To empower every Waukee District student to achieve their aspirations by enhancing their educational experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the organizational mission and strategy by working with the board and staff to ensure the mission of the Foundation is fulfilled through impact efforts, fundraising, strategic planning, and community outreach.
- Responsible for the strength of the Foundation's image by being active and visible in the community, and by working closely with other professional, civic, public, and private organizations.
 - Establishes and deepens relationships with businesses who are current or potential stakeholders (sponsors, donors, volunteers, etc.).
 - Establishes and deepens relationships with families and individuals who are current or potential stakeholders.
 - Oversees and executes as needed all marketing and communications efforts, including district channels, newsletters, and social media
- Responsible for the financial performance, integrity, and vitality of the organization, including:
 - Building a diverse funding portfolio, short- and long-term financial strategies, and financial initiatives to sustain the Foundation into the future
 - Strengthening corporate giving strategies
 - Strengthening individual giving strategies
 - Strengthening external grant procurement strategies and processes

- Developing non-financial resources and relationships
- Overseeing the overall execution of all fundraising activities and events
- Developing and operating within the approved annual operational budgets
- Responsible for the development, management, and engagement of the Board of Directors.
- Responsible for the effective administration of the Foundation's operations.
 - Signing all notes, agreements, contracts, and other instruments made and entered into on behalf of the organization
 - Responsible for the accuracy and utilization of all collected data, including donor and student information
 - Responsible for the day-to-day leadership and management of all Foundation employees, contractors, and volunteers

OTHER RESPONSIBILITIES

- Serve as a thought leader in community engagement, nonprofit management, and youth development.
- Remain informed of best practices with regard to administration, programs, organization culture, and capacity building.
- Remain informed of requirements imposed by grantors and other funding sources.
- Maintain strong relationships with external collaborating partners, board, and staff.
- Regular attendance and accountability, with regard to work meetings, projects, and commitments.
- Perform other tasks as assigned by the Board of Directors.

ESSENTIAL SKILLS

- Past experience in nonprofit leadership, staff management, and board development
- Superior project management, organizational, teamwork and interpersonal skills
- Demonstrated computer expertise with Microsoft Office tools, Google applications and email applications, and database systems
- Demonstrated sensitivity to diverse issues, and comfortability in multicultural environments
- Self-motivated, results driven, detail oriented, and adaptable
- Excellent communication and presentation capabilities
- Consistently demonstrates honesty and integrity
- Demonstrative effective storytelling capabilities
- Encompass both critical thinking and strategic thinking skills that may be leveraged to best support the organization
- Possess a willingness for continuous learning, growth, and development
- The ability to excel in a highly collaborative environment with little oversight
- Able to exercise good judgment, discretion, and confidentiality
- Must submit to and successfully pass a criminal history background check

EDUCATION / EXPERIENCES

- Minimum of 5 years of nonprofit experience as a volunteer, employee, and/or board member
- Proven experience developing budgets over \$250,000, executing revenue strategies to meet established budgets, and tracking and reporting on organizational financials
- Proven experience managing a nonprofit board of directors, including board development strategy and board volunteer engagement
- Proven ability to communicate and tell stories effectively
- Proven experience in community engagement and activation
- Proven record of project management experience and success
- Event design, development, and management experience preferred
- Marketing collateral experience preferred (e.g. Canva)

WORK ENVIRONMENT

Office space is not provided as part of employment with the Waukee Community Schools Foundation. This job is considered a remote position, but requires frequent physical presence in schools, attending meetings, and throughout Metro Des Moines businesses, organizations, partners, and donor locations.

Work hours are flexible and often require early morning, evening, and weekend hours. The requirements of the job have busier and slower seasons throughout the year; it is expected that Foundation staff work according to the needs of the job. As a salaried position, and recognizing that some weeks require more than the standard 40-hour work week, Foundation staff can flex their hours as needed to accommodate the changes in workflow.

EQUAL EMPLOYMENT OPPORTUNITY

The Waukee Community School Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Compensation and benefits information is available upon request.