

# Vermillion School District #13~1

Together we connect, inspire, and achieve.

OVERVIEW	
<b>JOB TITLE</b>	Part-time Executive Director position for the Vermillion Public Schools Foundation
<b>GENERAL DESCRIPTION</b>	<p>The VPSF, in its current strategic plan, recognizes the need for an executive director to ensure the strategies, goals and mission of the organization and ultimately the district is met. There are three key functions for a director of the VPSF:</p> <ul style="list-style-type: none"> <li>• Development</li> <li>• Public Relations and Marketing</li> <li>• Administrative Services</li> </ul> <p>(The listed duties under each category are in no particular order)</p>
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Excellent writing and verbal communication skills</li> <li>• Excellent ability in using social media platforms</li> <li>• Sound knowledge of financial operations.</li> <li>• Ability to solicit money.</li> <li>• College degree preferred.</li> <li>• Background in non-profit work preferred.</li> </ul>
POSITION DETAILS	
<b>ESSENTIAL DUTIES</b>	<p><b>Development:</b></p> <ul style="list-style-type: none"> <li>• Identify, cultivate, and solicit donors. (If the Executive Director does not have strong legal and technical fundraising skills the next item is important.)</li> <li>• Identify and work with individuals who can provide legal and technical assistance on gifts.</li> <li>• Manage and execute fundraising events and opportunities, which include finding volunteers to assist with such events and opportunities.</li> <li>• Recognize donors.</li> <li>• Work with VSD and VSB and the VPSF to develop goals that can be met with public/ private funding</li> <li>• Write grants *</li> <li>• Work with affiliated groups such as PTO, athletic boosters, music boosters, etc. on fundraising opportunities</li> </ul> <p>* Grant writing skill set may be a need of the district and could be a function that would mean salary support from the district for the position.</p> <p><b>Public Relations and Marketing:</b></p> <ul style="list-style-type: none"> <li>• Manage social media platforms (websites, Facebook, etc.) and keep them current.</li> <li>• Work in concert with the VPSF board on regular newsletters.</li> <li>• Develop, in concert with the schools' administration, regular communication with teachers and staff</li> <li>• Develop plan to ensure public is aware of the VPSF, its work and successes.</li> <li>• Prepare and keep current written materials such as brochures, press releases etc.</li> <li>• Develop and maintain communication with alumni of VHS for reunion plans and general updates</li> <li>• Work with affiliated partners such as PTO, athletic boosters, music boosters, etc. to publicize and promote events.</li> </ul>
<b>OTHER DUTIES</b>	<p><b>Administrative Services:</b></p> <ul style="list-style-type: none"> <li>• Coordinate all foundation board meetings, work with board chair to develop meeting agendas.</li> <li>• Manage foundation strategic plan. Ensure projects are on track.</li> <li>• Coordinate board committee meetings and assist them with their work.</li> <li>• Maintain donor data base (Charity Proud)</li> <li>• Ensure all donations are properly recorded, receipts and thank you notes are sent</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare, in concert with the board and board treasurer, annual budgets and make sure board stays on track.</li> <li>• Solicit new board members</li> <li>• In concert with designated board member ensure prudent management of endowment</li> <li>• Attend school board meetings and strategic planning meetings with school board and administration to ensure all goals are properly aligned.</li> <li>• Prepare and submit annual state solicitation filings.</li> <li>• Prepare and submit annual internal revenue filings (990, 1099s, 941 when there is a payroll.)</li> <li>• Prepare and submit required sales and use tax reports.</li> </ul>
CURRENT CLASS SCHEDULE	<ul style="list-style-type: none"> <li>•</li> </ul>

