

Position Overview

The Executive Director (ED) is expected to implement the strategic goals and objectives of the organization and to serve as the leader for all PCEF employees and volunteers. The ED will serve as the lead representative of the Foundation; promoting the organization's mission within the Phoenixville Area School District (PASD) and broader Phoenixville community. The ED will oversee all elements of fund-raising including fund raising events/activities and grant writing. The ED will also collaborate with all Foundation officers, employees and committee members to meet the annual budgetary and program goals.

Essential Job Responsibilities

Program Oversight

- Work with the PCEF board to identify, evaluate and finalize plans for supporting programs and activities that are aligned with the foundation's mission.
- Work with Committee Heads and volunteers to ensure the successful completion of stated programs.

School District Relationship Management

- Work with members of the PASD administration to identify needs and align funding based on those needs.
- Meet regularly with PASD Superintendent or his/her designee to review common goals and programs.

Board of Trustees Relationship Management

- Work with the Executive Committee and Members of the Board of Trustees to develop and monitor the Foundation's annual and long-term plans.
- Attend all PCEF board meetings, assist with the preparation of each agenda and oversee the preparation and distribution of all meeting minutes and reports.

Community Outreach/ Public Relations

- Maintain an open and ongoing dialogue with community members; seek to identify new opportunities for the Foundation to broaden its community reach and impact.
- Promote the Foundation at local events and programs consistent with our mission and stated objectives.
- Oversee all aspects of the organization's website and work closely with webmaster.
- Work with Marketing/Public Relations Committee members in order to promote the Foundation and enhance the community's understanding of our mission.

Funding Oversight

- Work with the PCEF board to identify, evaluate and finalize fund-raising programs, corporate sponsorships and other activities that are aligned with the foundation's mission.
- Work with Board Members, Committee Heads and volunteers to ensure the successful completion of specific fund-raising programs.
- Oversee the financial reporting and profitability within each program and/or fund-raising initiative stated objectives.
- Work with school administration and educational personnel to identify, prepare and obtain educational grants that meet PASD needs and requirements.
- Work with the assigned Committee Head to obtain Earned Income Tax Credit (EITC) donations from local/regional for-profit corporations.

- Identify resources and new funding initiatives to help grow the foundation sources of funding.

Operational Oversight

- Supervise additional members of the PCEF staff.
- Oversee all Foundation administrative responsibilities including:
- Adherence to all Foundation policies and procedures.
- Organization of Foundation records and paperwork.
- Work closely with the Foundation Treasurer and Finance Committee volunteers to monitor and review monthly financial reports, oversee the development of the annual budget and facilitate the annual audit.
- Develop annual plan and lead long-term planning initiatives.

Qualifications

- Bachelor's degree required.
- Personal attributes should include high energy level, persistence, team-player and self-motivation.
- Excellent written and organizational skills and proficiency with standard office and computer technology. Experience with Donor Perfect a plus.
- Prior leadership experience desired.
- Prior non-profit experience preferred.
- Knowledge of PASD preferred.

Evaluation & Contract Terms

- Executive Director will be evaluated semi-annually based upon the performance targets identified above.
- The ED contract is a one year contract. The annual decision to renew the contract will be the sole responsibility of the Board of Directors. The ED will be notified at least 90 days in advance of the Foundation's fiscal year end about the contract renewal otherwise the contract will automatically renew for one year.