

Champaign Urbana Schools Foundation

Executive Director

Position Summary: The Executive Director of the CU Schools Foundation works with the Board of Directors to develop and support the continued stability and growth of the organization. In fulfillment of the organization's Mission, the position will implement the strategic plan. The Executive Director shall develop and enhance strategies for fund development, marketing, and administration of the Foundation. The position reports to the Chair of the Board, and will require a minimum of 40 hours per week.

Primary Responsibilities:

Fundraising (40%):

- Work with the Board and Finance Committee to meet all aspects of the budget in fulfillment of the Mission of the Foundation
- Work with the [Fund Development Committee] to identify and solicit individual and corporate prospects to maximize program and event sponsors, and expand the donor base
- Develop strategies to maintain and increase donor engagement through regular follow up and ongoing communications
- Collaborate with the Superintendents of Unit 4 and Unit 116 school districts or designee(s) to identify school district funding priorities
- Submit grant requests and necessary grant reports, as applicable
- Lead all aspects of 365 Club
- Support efforts to engage donor involvement through events such as the Annual Gala and Donor Cultivation dinners

Community Relations (30%):

- Work closely with the Marketing Committee in developing and producing communications to educate the community about the mission of the Foundation through special events, print materials, donor mailings, CUSF's website, and social media channels
- Serve as a spokesperson for the Foundation, build credibility in the community as an effective partner, and communicate the organization's relevance, vision, and achievements to all constituencies
- Cultivate and maintain relationships with foundations, corporation, and individuals in collaboration with the Board to aid in resource development
- Serve as member of C-U Cradle to Career steering committee

Administration & Operations (20%):

Approved for Distribution

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- Oversee the development and fulfillment of the strategic plan, including long-range goals, annual work plans, budgets of the Foundation
- Oversee and coordinate new programming development and grant disbursement in furtherance of the Mission
- Work with the CUSF committees to define, maintain and measure success of CUSF programs to insure connection to the Mission
- Supervise Foundation staff and manage office operations including annual performance reviews, assigning job duties, and compensation consistent with budget
- Review and monitor financial reports, monthly financial statements, annual audit, and tax filings
- Work with the [Finance Committee], with input from Committee Chairs, to develop the annual budget
- Help with IDEA store transition

Board Relations (10%):

- Work with the Executive Committee and Board members to develop and monitor the organization's annual and long-term plans in reaching the Foundation's goals
- Attend Board meetings and prepare reports as directed by the Chair
- Work with Committee Chairs to assist with the recruitment of volunteers to serve on Board Committees
- Help define the priorities and develop teamwork among board members, volunteer leaders, and school district staff

Requirements:

- Bachelor's Degree required, Master's Degree preferred and at least 3 years experience as an Executive Director or Development Director
- Demonstrated track record for successful fund development and community engagement
- Experience in educational and/or youth programming and fundraising
- Excellent communication and organizational skills

Salary: Minimum \$65,000, commensurate on experience. Vacation/Sick Leave Benefits included. Health Benefits not included.