

# EDUCATIONAL ENRICHMENT FOUNDATION

## Executive Director Position Description

Our board of directors seeks a dynamic, visionary professional to provide leadership, management and community representation for the Educational Enrichment Foundation (EEF), a nonprofit 501C(3) organization serving the Tucson community by providing resources to expand and enrich student learning in the Tucson Unified School District (TUSD).

The executive director reports to the board and is responsible for day-to-day operations and management, including fundraising, event and strategic planning, fiscal and budget management, personnel management, public relations and communications, and program oversight and coordination. The executive director represents EEF, communicating our mission to the Tucson community and beyond.

### **Duties and Responsibilities:**

- Develop and implement goals, activities and procedures in compliance with board policies.
- Analyze/evaluate needs and present timely reports/ recommendations to the board
- Serve as an ex-officio board member and board liaison
- Provide leadership/supervision of staff and manage day-to-day operations
- Create, administer and monitor annual budget in conjunction with the board's finance committee
- Oversee investments and endowment funds in conjunction with the finance committee
- Provide oversight of EEF fiscal matters, including monthly revenue/expenses and annual audit
- Secure grants and direct the grant application process
- Oversee publication of newsletter, brochures, press releases and media presentations
- Represent EEF in the community through public speaking/presence at community and school district functions
- Act as a liaison with TUSD
- Provide direction and oversight of all EEF programs
- Develop/nurture relationship with community agencies, schools, foundations and other appropriate entities
- Develop/nurture relationship with current and potential EEF donors
- Plan/supervise/execute EEF functions, events and fundraising campaigns

### **Qualities and Characteristics:**

- A visionary with passion for our mission and an understanding of the history and development of EEF
- An effective communicator with strong writing skills and the ability to work under multiple deadlines simultaneously
- A leader and team member with the ability to plan and delegate effectively
- A compassionate advocate who understands the needs of TUSD students and the role of education within our community
- Flexibility to accommodate community appearances and obligations on behalf of EEF
- A dynamic leader who exhibits integrity, kindness, understanding, responsibility and honesty

**Qualifications:**

- Bachelor's degree
- 3-5 years of successful non-profit administrative/supervisory experience
- Experience with fiscal/personnel issues
- Experience in working with a board of directors
- Experience in grant writing, fund raising, donor cultivation and event planning
- Strong ties to the Tucson community

**Compensation:**

- Competitive salary, based on experience and training

**To apply, please email a cover letter, résumé and contact information for any professional references to EEF Board President Joe Salkowski at [salkowski@yahoo.com](mailto:salkowski@yahoo.com)**