



BCEF Executive Director - Job Description

About Blaine County Education Foundation

The Blaine County Education Foundation (BCEF) is a 501(c)3 non-profit organization whose mission is to focus community resources and raise funds to support the students of Blaine County School District (BCSD), Idaho, by promoting academic excellence, equitable education and a healthy, sustainable student environment. The staff and Board of Directors (BoD) of BCEF are passionate about public education as a means to enhance our children's potential for a healthy and meaningful life. Programs include Students in Need, for students who can't afford to participate in school or after-school activities; Innovative Grants, for teachers, staff and students to encourage collaboration and inspire student learning; and scholarships for secondary education and other opportunities.

Blaine County is a diverse, growing and evolving community. BCEF is at an inflection point and is recruiting an Executive Director (ED) to lead our organization in meeting the needs of our community. Reporting to BCEF BoD, the ED will have overall strategic and operational responsibility for the organization's operations, programs, and fundraising efforts. This role has significant potential for growth. The new ED will manage staff and daily operations. The ED will also engage the BoD and community in creating a strategic plan with a long-term vision of how the Foundation can best serve Blaine County. The ED will execute the strategic plan, with support from staff and the BoD.

This position is full-time with a flexible schedule. The ED will spend at least 15 hours per week working in the BCEF office. Aside from these required office hours, the ED may work from home, in a remote office or in the field (for example, in meetings at schools or with partner organizations). The ED is required to attend all BoD meetings and BCEF events (some of which occur during evenings and weekends). The ED will serve as the liaison to the BCSD and parent/teacher organizations.

Qualities of a successful candidate

- Passionate about equitable education in Blaine County
- Strong leader
- Inclusive of diverse community groups, highly collaborative and builds partnerships
- Entrepreneurial, innovative, self-directed and motivated
- Energetic and eager to lead BCEF through an exciting transition toward new goals

Required skills and experience

- Bachelor's degree, with at least 6 years professional experience in management, operations, programs, fundraising, and/or communications
- Administrative skills to operate a non-profit organization or small business
- Leadership and management skills, with the ability to set and achieve strategic objectives
- Financial and budget management skills
- Strong written and verbal communication skills
- Working knowledge of common office software (e.g., Quickbooks, DonorPerfect or similar, Microsoft Office, and social media platforms) and basic IT knowledge

Preferred skills and experience

- Spanish proficiency
- Previous experience in strategic planning process
- Management and cultivation of a BoD

Primary Job Functions

Strategic Planning

- Lead BCEF through a strategic planning process within the first 12-18 months of employment. The strategic plan will be revisited every 5 years.

Fundraising

- Develop and oversee fundraising goals, strategies, efforts and initiatives
- Cultivate new and steward existing donor relationships
- Manage BCEF donor database (e.g., DonorPerfect)
- Research and apply for appropriate grant opportunities

Financials

- Develop, manage and track annual budget and maintain accurate financial reports

Staff Management

- Guide the work of staff. Current staff includes one Operations Coordinator.
- Annual staff reviews; address complaints and problems; hire, train and terminate as necessary
- Guide the work of volunteers and contract employees, including recruiting and training

Board Development and Management

- Develop and retain an active and diverse BoD; guide BoD committee structure and work
- Prepare all monthly BoD meetings; host BoD orientation, training and social events

Programs

- Serve as the primary contact and administrator for all BCEF programs; develop, facilitate and grow efficient and well-coordinated programs and supporting events
- Regularly evaluate program outcomes to measure progress

Community Engagement

- Promote BCEF in the community through strong engagement with schools, PTAs, the BCSD, businesses, parents, political representatives, and diverse community members
- Maintain regular collaboration and communication with BCSD leadership
- Serve as BCEF spokesperson for TV, radio, print and social media

Marketing and Communication

- Develop and oversee marketing and communication strategy to support strategic goals and create a strong brand showcasing BCEF's mission and vision among diverse community groups

Application Process

- Please send application, cover letter, resume and any questions to: BCEFcareers@gmail.com
- Salary commensurate with experience

Equal Opportunity

BCEF is an equal opportunity employer committed to diversity and inclusion in the workplace. It is the policy of BCEF to not discriminate and to provide an equal opportunity for all regardless of race, color, age, creed, religion, sex, gender, genetic information, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.