



## **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 ensure every student has the resources and opportunities they need to reach their full potential and lead a healthy, meaningful life. Our vision is a community where students have limitless opportunities.

BCEF programs include: Students in Need which provides support to individual students through School Meals, the Can Do Fund, Emergency Social Worker and Back to School programs; Educational Opportunities—granting resources for educators and student groups to engage all students and inspire learning; Scholarships, promoting post-secondary learning opportunities for graduating seniors.

Blaine County is a diverse and evolving community. BCEF is in search of an Executive Director (ED) to lead our organization in meeting the needs of our students and educators. 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 updating its current strategic plan with a long-term vision of how the Foundation can best serve Blaine County. The ED will be tasked with executing this 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 with stakeholders). The ED is required to attend all BoD meetings and BCEF events (some of which may occur during evenings and weekends). The ED will serve as the liaison to BCSD and parent auxiliaries.

### **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 period of growth and 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 or educational leadership
- Administrative skills to operate a non-profit organization, small business or educational program
- 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., GoogleSuite, Quickbooks, DonorPerfect or similar donor database, Microsoft Office, and social media platforms) and basic IT knowledge

**Preferred skills and experience**

- Experience in public education
- Experience in non-profit work
- Spanish proficiency
- Experience in strategic planning process
- Board experience

**Primary Job Functions**Strategic Planning

- Lead BCEF through a strategic plan updating process within the first 9-12 months of employment. The strategic plan will be revisited every 3 years.

Fundraising

- Develop and oversee fundraising goals, strategies, efforts and initiatives
- Cultivate new and steward existing donor relationships
- Utilize BCEF donor database (e.g., DonorPerfect) to optimize donor stewardship
- 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 part-time Operations Coordinator
- Complete annual staff reviews; address complaints and problems; hire, train and terminate as necessary
- Guide the work of volunteers and contract employees, including recruitment and communications

### Board Development and Management

- Develop and retain an active and diverse BoD reflective of community stakeholders; guide BoD committee structure and work
- Work with board president to 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 community stakeholders, including BCSD staff, nonprofit partners, corporate sponsors, elected officials, parents and parent auxiliaries
- 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](mailto:BCEFcareers@gmail.com)
- Salary range: \$85,000 - \$105,000

### **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.