



## **Rockdale County Public Schools Foundation Executive Director Job Description**

### **TITLE: Rockdale County Public Schools Foundation Executive Director (20 hr. / week - Part-Time Position)**

The Rockdale County Public Schools Foundation (RCPS Foundation) Executive Director is responsible for leadership and management of the Foundation, a 501(c)3 non-profit organization. The Foundation, a school/community partnership is committed to attracting funds and resources for educational programs and projects not covered in the school system's regular budget.

**JOB GOAL:** The RCPS Foundation Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

**REPORTS TO:** RCPS Foundation Board of Trustees

### **QUALIFICATIONS/REQUIREMENTS:**

1. Bachelor's degree preferred in business administration, public relations, communications/marketing or non-profit management.
2. Previous experience in the education sector as a volunteer or as an employee.
3. Fund raising experience in a leadership capacity for a non-profit organization or foundation.
4. Experience reporting to and/or working closely with a volunteer board.
5. Excellent oral and written communication skills.
6. Preferred experience in grant writing.
7. Experience in successful fundraising initiatives.
8. Proficient with Microsoft Word, Power Point, and Excel software and a database management system.
9. Preferred experience developing a strategic plan, setting long-range policy, and program planning.
10. Proficient in the use of Social Media – Facebook, Instagram, Websites, etc.

### **JOB DUTIES:**

1. Serve as lead administrator of the RCPS Foundation office maintaining day-to-day operations, facilitating board meetings, growing its donor base, and reporting regularly to the board.
2. Assure the Foundation has a long-range strategic plan that addresses programmatic, organizational, and financial plans.
3. Publicize and promote activities, events, programs, goals and good news of the Foundation through a variety of tools such as social media, web page, new releases, newsletters, etc.
4. Implement programs and policies as authorized by the RCPS Foundation Board of Trustees.
5. Expand RCPS Foundation's revenue base by writing grants and seeking funding from private and governmental sources, events, and corporate partners while continuing to nurture the engagement of existing partners.
6. Promote participation of volunteers in all areas of the organization's work.
7. Maintain the Foundation's official records and documents, and ensure compliance with federal, state and local regulations by maintaining sound financial practices.
8. Establish sound working relationships with community groups and organizations.
9. Maintain a working knowledge of significant developments and trends in education.
10. Serve as an advocate for public education in Rockdale County.

**Must be able to pass a background search.**

**Interested Candidates should email a cover letter and resume/vitae to: [info@rcpsfoundation.com](mailto:info@rcpsfoundation.com) no later than August 2, 2019.**



## **Rockdale County Public Schools Foundation**

Formed in 1988 as a vehicle to attract funds for educational programs and projects not covered in the school system's regular budget, the Rockdale County Public Schools Foundation has created a partnership between the school system and the community at large. In addition, the Foundation has funded creative and educationally beneficial activities through their grant program, provided teachers with opportunities to participate in continuing education, and recognized outstanding achievements by students and educators.

Members of the local Chamber of Commerce and the Board of Education recognized that tax dollars alone could not support all the educational opportunities needed to assure the students of Rockdale County an excellent education. Therefore, new sources of funding needed to be found. A school/community partnership, the Foundation provides alternative sources for receiving tax-deductible contributions. Governed by a volunteer Board, the Foundation is a non-profit, tax-exempt organization.

### **Encouraging Innovative Teaching**

Teachers and the instructional programs they provide are key ingredients to a student's success in the classroom. With the Foundation's grant program, teachers may purchase materials for innovative instructional activities. The grant program encourages teachers to discover new and exciting ways to challenge their students.

### **Recognizing Excellence**

Rewarding educators and students who excel reflects the high priority this community places on education. The Foundation annually recognizes teachers, administrators, and students who excel in their educational pursuits by presenting special awards.

### **Maintaining Fiscal Responsibility**

The Foundation's Board of Directors annually conducts fund raising campaigns seeking private and corporate contributions. The money raised through these efforts supports the Foundation's programs and endowment fund.