

<b>Job Title:</b> Director Education Foundation	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Chief Communications Officer	<b>Pay Grade:</b> 108
<b>Dept. /School:</b> Communications	<b>Date Revised:</b> November 16, 2023

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**Primary Purpose**

Be a dynamic and visionary leader that will be responsible for overseeing the strategic direction, fundraising efforts, and program development of the foundation, with the goal of enhancing educational opportunities for students.

**Qualifications****Education/Certification**

Bachelors Degree from an accredited university  
Masters Degree from an accredited university, preferred

**Special Knowledge/Skills**

- Comprehensive fundraising experience and knowledge of endowment fund management
- Strong organizational, interpersonal and time management
- Strong written and verbal communication
- Proven ability to work independently and with local business community and public entities
- Proficiency in MS Word, Excel and QuickBooks for Non-Profit
- Proven working experience in public relations, marketing, and/or communications.
- Excellent writing, editing, presentation, and communication skills.
- Knowledge of online marketing and good understanding of major marketing channels
- Positive attitude, detail and customer oriented with good multitasking and organizational ability

**Experience**

Two (2) years' experience working in non-profit organization

**Major Responsibilities and Duties:****Program Management**

1. Manage the foundation, including fund development, public relations, communication, and strategic planning.
2. Manage and direct the foundation's process of awarding grants to promote EPISD's Strategic Blueprint.
3. Provide administrative support and effective communication to the Foundation Board of Trustees and serve as the administrative liaison between the Foundation and the district.
4. Identify key focus areas, which includes strong fundraising initiatives, and monitoring progress of both short and long-term goals.
5. Lead fundraising efforts to secure financial support from individuals, corporations, and foundations.
6. Develop and maintain relationships with donors, sponsors, and community partners to ensure ongoing support for the foundation's initiatives.
7. Collaborate with EPISD administrators, teachers, and staff to identify and prioritize educational programs and initiatives that align with the district's needs.
8. Oversee the implementation and evaluation of these programs to ensure their effectiveness and impact.
9. Coordinate all meetings and functions of the foundation's board of directors.
10. Manage the foundation's budget, ensuring responsible stewardship of funds and compliance with financial regulations. Provide regular reports to the foundation's board of directors and other stakeholders on the financial status and performance of the organization.
11. Seek feedback from the Foundation President, Executive Committee, and other Foundation committees regarding the preparation and development of meeting agendas and minutes.
12. Research and identify grant opportunities, prepare grant applications, and supervise all foundation grant activities.

13. Provide necessary correspondence seeking and responding to business/community partners and donors.
14. Plan and execute all fundraising activities and events.
15. Perform other duties as assigned by the Foundation's board of directors and the El Paso ISD Supervisor.

**Corporate and Community Relations**

16. Develop community relationships, direct marketing programs and events to motivate and solicit individual, foundation and corporate donors, which includes the development and maintenance of a computerized system of donor information and reports on trends.
17. Promote community awareness of the Foundation through active communication, involvement, and attendance at community events/organizations.
18. Develop community relationships, direct marketing programs and events to motivate and solicit individual, foundation and corporate donors, which includes the development and maintenance of a computerized system of donor information and reports on trends.
19. Work with the district's communication department as appropriate to implement district and Foundation programs and objectives.

**Advertising and Marketing**

20. Prepare news information about partnership and Foundation activities to use in news releases and district publications.
21. Communicate effectively via social media with monthly electronic newsletter, Foundation web page and other social media platforms.
22. Develop and implement direct marketing programs and events to cultivate, motivate and solicit individuals, foundation and corporate donors and partners.
23. Manage, coordinate, and implement all aspects of foundation advertising, including identifying market potential and developing and executing marketing plans and programs.

**Budget**

24. Seek new fundraising avenues including writing grant proposals and developing corporate giving in alignment with the priorities of the Foundation.
25. Manage department budget and administer budgets upon documented needs and ensure operations are cost effect and funds are managed prudently.
26. Manage and direct the foundations process of awarding grants to promote the districts core mission.

**Policy, Reports and Law**

27. Manage foundation legal documents and maintain the not-for-profit status. Compile, maintain and file reports, record and other documents as required.
28. Implement policies established by federal and state law, State Board of Education rule, and local board policy.

**Supervisory Responsibilities**

Assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress, work with frequent interruptions. Repetitive hand motion and prolonged use of the computer. Occasional prolonged and irregular hours, frequent district wide and occasional statewide travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.