



Executive Director Job Description

Employment Status:

Half-time (approximately 80 hrs/mo)

Monthly Salary Range:

\$2400 - \$2600

Reports to: Sequim Education Foundation Board of Directors

Qualifications and Experience:

- Successful fundraising experience including grant writing and donor development/stewardship.
- Non-profit management experience a plus.
- Competency with budget development and monitoring.
- Competency in developing and maintaining website and social media presence
- Excellent oral and written communication skills and administrative capabilities including computer literacy in G-suite and Office suite.
- Interpersonal skills to facilitate a collaborative working environment and build relationships with the Board, donors, school district and community stakeholders.

Primary Job Functions

- Coordinate the development of Board meeting agendas and materials and disseminate them to Board members prior to monthly meetings and annual Board retreat.
- Maintain Foundation records and files, both digital and physical, including archives.
- Schedule periodic review of organization's policies and procedures including recommended changes at Board meetings.
- Assist in the development and implementation of strategic plan, including assessment of and progress towards strategic goals.
- Assist in the recruitment, development, and retention of a high-performing, motivated volunteer Board.
- Develop and implement communications and marketing strategies to elevate the Foundation's presence in the community, including press releases, social media presence and website management.
- Cultivate donors and expand donor development to support existing and future programs.
- Support and participate in all fundraising activities including grant writing, events and community outreach to other nonprofit organizations.
- Develop Foundation's budget in close cooperation with Treasurer.
- Maintain a collaborative relationship with the Sequim School District administration.
- Support existing Foundation programs as needed

Resume & letter of interest may be sent to sequimeducationfoundation@gmail.com.