



TULOSO·MIDWAY ISD  
**EDUCATION  
FOUNDATION**

## **TULOSO-MIDWAY ISD EDUCATION FOUNDATION EXECUTIVE DIRECTOR – June 2018**

The Tuloso-Midway ISD Education Foundation is a 501 (c)(3) charitable foundation that supports educational excellence at Tuloso-Midway ISD in Corpus Christi, TX. The foundation is seeking an executive director to serve as the point of contact for all foundation programs and activities. He/she will collaborate with foundation officers, directors, and volunteers to meet the annual budgetary and program goals as well as serve as the foundation representative, promoting its mission within the community and school district.

### **RESPONSIBILITIES INCLUDE:**

#### **Fund Development**

- Plan and implement a strong fund development program.
- Develop and manage fundraising events and campaigns; write grant proposals.
- Facilitate donor relations.
- Maintain the donor database in a timely and accurate manner.
- Acknowledge all donations.

#### **Event Planning**

- Plan and organize annual fundraisers and events including the golf tournament, annual luncheon, Cum Laude Banquet, and the Prize Parade. This includes managing logistical details and publicizing the events.

#### **Educator Grants**

- Coordinate the educator grant program in conjunction with the Grant Committee.
- Manage procedures for accepting and processing grant requests.
- Plan the Prize Parade to award the grants.
- Work with the treasurer to determine annual grant award amount.

#### **Financial**

- Work with the treasurer to ensure the accuracy, integrity, and timeliness of all financial accounting and reporting, including preparing monthly reports to the board, preparing the annual budget, and filing of the IRS Form 990 and other reports and records as necessary.
- Oversee, in conjunction with the treasurer, the foundation's financial accounts including the operating, money market, and endowment accounts.

#### **Communications**

- Manage website, Facebook, and other social media outlets.
- Coordinate marketing activities and materials to promote the foundation activities to target audiences.
- Produce other communications as necessary, such as an annual report, newsletter, or brochure.
- Coordinate media relations and serve as spokesperson for the foundation.

## **General Administration**

- Provide leadership and guidance for the efficient and effective operation of the foundation.
- Ensure compliance with applicable governmental regulations and guidelines pertaining to charitable organizations, as well as the foundation's bylaws, and other policy documents.
- Recommend to the board policies and procedures that would improve its impact.
- Maintain positive relationship between the foundation and the school district.
- Plan and participate in all board and committee meetings, including preparing and distributing agendas, minutes, reports, and other documents as necessary.
- Coordinate the annual board retreat and development of a strategic plan.
- Manage the Nominating Committee responsibility to recruit and nominate new board members.
- Manage documents according to the foundation's Document Retention Policy.
- Write checks for payable invoices; maintain financial records.
- Perform related work as required.

## **Essential Qualifications**

- Demonstrated passion for and commitment to quality public education.
- Knowledge of nonprofit management including budgeting, oversight, compliance and reporting.
- Experience working with a nonprofit board of directors.
- Proven history of meeting or exceeding fundraising goals.
- Ability to sustain collaborative relationships with diverse stakeholders.
- Excellent communication skills including writing, public speaking, meeting facilitation, and consensus building. Graphic design ability a plus.
- Strong organization skills; attention to detail.
- Experience attracting and motivating volunteers.
- Ability to learn and use information technology, social media, and donor database applications.

## **Education**

- Bachelor's degree preferred, or equivalent combination of education and experience to successfully perform essential duties of the job.

## **Other Expectations**

- Willingness to work occasional nights or weekends as needed.
- Provide own vehicle and valid driver's license.
- Provide own worker's comp insurance.
- Pass a background check.

## **Reporting Relationship**

- Reports to the foundation board of directors.

## **Compensation**

- Salary commensurate with experience and perceived potential.
- This is a part-time position, approximately 20 hours a week.
- Office space and equipment provided.

## **Contact**

- Interested candidates should send resume and cover letter to: Marta Chavez, Tuloso-Midway ISD, 9760 La Branch, Corpus Christi, TX 78410. (361) 903-6402. Or, email to [mchavez@tmisd.us](mailto:mchavez@tmisd.us). Fax: (361) 241-5836.