

Job Description

Corsicana Education Foundation Director

Job Title: Director of the Corsicana Education Foundation

Wage/Hour Status: 20 hours per week; Salary commensurate with background and experience

Reports to: Education Foundation Board

Date Revised: April 11, 2025

Deadline to Apply: May 9, 2025

Primary Purpose:

To generate financial support for the enhancement of education in Corsicana ISD by providing leadership and management to the functions of the Corsicana Education Foundation. To plan and direct annual fundraising, including grant acquisition and the CEF Gala.

Qualifications:

Education/Certification:
Bachelor's Degree preferred

Special Knowledge/Skills:
Commitment to the Foundation's mission with proven leadership, fundraising, and grant writing experience
Event planning experience
Ability to engage a wide range of stakeholders
Ability to use a computer to design and produce publications
Budgeting and account management
Strong organizational, communication, and interpersonal skills

Experience:
Some experience in non-profit management, including event planning, or similar field preferred

Major Responsibilities and Duties:

1. Plans, organizes and facilitates the annual CEF Gala and other special events.
2. Ensures timely and accurate communication between the CEF, the community, and the CISD staff.
3. Writes grant applications for funds to support Foundation programs.
4. Develops and maintains mailing lists. Monitors donor information, history of giving and reports on giving trends.
5. Manages and oversees the direction, duties, and responsibilities of volunteers and committees.

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6. Coordinates various fund drives, such as the employee contribution campaign.
 7. Serves as an official representative and spokesperson for the Foundation. Plans; directs and manages the implementation of the Foundation's internal and external public relations programs.
 8. Works with the media to coordinate Foundation events and activities.
 9. Maintain the Foundation's financial and accounting records. Prepare an annual budget for Board approval and give monthly accounting reports to the Board. Creates and disseminates the Annual Report.
 10. Manages the Foundation's website, operations, and social media presence.
 11. Manages the Foundation by performing the following duties:
 - Disseminates minutes from meetings
 - Keeps updated files for the Foundation
 - Sends notices of upcoming meetings
 - Creates and edits correspondence for the Foundation
 - Manages the Foundation's telephone inquiries
 - Disseminates mail to appropriate Foundation Directors
 - Publishes and updates Policies and Procedures for the Foundation, in cooperation with Board of Directors
 - Recommends and administers policies as set by the Board of Directors
 - Manages CEF funds as budgeted by the Board of Directors
 - Works cooperatively with the CISD auditors in the annual audit process.
 - Manages and directs the clerical details associated with the operation of the Foundation.
 - Performs other responsibilities as assigned by the Foundation's Board of Directors

Supervisory Responsibilities:

May oversee a part time administrative assistant

Equipment Used:

Computer, 35mm camera, video camera, copier, printer

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Willingness to work flexibly, generally having a standard work week in an office environment, while also being willing to work some nights and weekends to accommodate Foundation activities and represent the Foundation outside the normal work week. Maintain emotional control under stress. Occasional prolonged and irregular hours.

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. Other duties may be assigned as needed.

My job description has been explained to me and I have received a copy.

Employee Signature

Date

Approved by

Date

Reviewed by

Date