



Non-Profit Executive Director

The mission of the Westerville Education Foundation (WEF) is to enrich the learning experience and broaden the minds of our students through the funding and support of innovative educational programs.

WEF is seeking an Executive Director to guide our organization and further its mission. The mission is achieved by raising funds from businesses, individuals, and other non-profits. WEF uses these funds to support innovative programs in the Westerville City Schools.

Executive Director Job Responsibilities:

Working closely with the board to set the short and long-term goals and objectives to support WEF's mission -- planning, organization, and direction of the organization's operations and programs.

Job Areas

Solicitation of Major Gifts

- Work alongside the board and staff to develop actionable fundraising plans.
- Join local fundraising organizations and participate in professional development activities to increase fundraising knowledge.
- In collaboration with the Development Committee, annually raise \$80,000-100,000 through fundraising efforts, external grants, etc.

Management of Grants Process

- With the Grants Chair, manage the posting, review, selection, and notifications process for fall and spring grants.
- Collaborate with Westerville City School District (WCSD) staff on grants timelines and communications.
- Work with WEF treasurer to ensure smooth transition of funds to WCSD.

Facilitation of Board and Subcommittee Meetings

- With the WEF President, create and distribute monthly board meeting and subcommittee meeting agendas.

- Facilitate committees -- Executive, Events, Development, Teacher of the Month, Publicity, Grants, and Ad Hoc.
- Record and track action items determined during the meetings and conduct follow-up as needed.

Relationship-Building

- Develop and maintain positive relations with the Westerville City Schools administration, teachers, and staff.
- Attend Teacher of the Month presentations.

Fiscal Management

- Develop an annual budget with the Treasurer and Board and monitor the results.

Marketing and Communications

- In coordination with Marketing and Communications Chair, create a social media plan and ensure regular postings on:
 - o Teacher of the Month recipients
 - o Grant application information
 - o Grant spotlights
 - o Grow and Glow Community Festival
 - o Quarterly newsletter
 - o Donor recognition
- With the Marketing and Communications Chair, create a quarterly newsletter highlighting WEF accomplishments, donors, and grants.

Events

- Manage and execute the annual Grow and Glow Community Festival.
 - o Create subcommittees to assist with planning and execution (donor outreach, silent auction, social media, promotions, vendor communications, student performances, volunteers, etc.).
 - o Register for and attend community events to promote Grow and Glow.
- Provide leadership and direction on pre-event activities and day-of operations.

Leadership

- Provide leadership to and manage the efforts of volunteers.
- Ensure the organization is operating in compliance with all laws and regulations.
- In consultation with the Board, set strategies for systemic change.
- Ensure the quality and effectiveness of programs.

WSEF

- Provide leadership and direction of the Westerville Student Education Foundation.
- Manage the WSEF Chair and subcommittee member efforts, including coordinating meetings, serving as liaison between the Board and the District, and providing direction on goals and planning.

Executive Director Qualifications:

- Donor solicitation experience or desire to learn.
- Demonstrated leadership and management skills.
- Proficiency in document management on Google Drive.
- Familiarity with social media, website management, and basic design skills.
- Strong written and verbal communication skills.

Executive Director Skills:

- Ability to multi-task
- Takes initiative
- Works independently
- Creative problem-solving skills
- Enthusiastic
- Dynamic
- Flexible
- Organized
- Collaborative

General Responsibilities of the Position:

1. Fundraising: Work with the board to develop and maintain relationships with donors and solicit donations.
2. Communication: Express their ideas verbally and in written texts to convey accurate and understandable information to the Westerville City School leadership/teachers/staff, donors, board, and the public.
3. Leadership: Provide direction and representation of the organization throughout the school district and the greater Westerville Community.
4. Problem-solving: Facilitate the resolution of issues the organization may encounter.
5. Delegation: Determination of when to complete a task themselves and when to assign it to volunteers.
6. Time management: Manage several tasks at once. Organize priorities and schedule time effectively.
7. Adaptability: Adaptability, as responsibilities may change. Manage different tasks and make adjustments when necessary.
8. Budget Management.

Education, and Experience Requirements

- Bachelor's degree or equivalent experience (relevant career experience considered in lieu of degree).
- Educational and/or non-profit background.
- Leadership experience may be in prior positions or as a volunteer.
- Strong organizational skills.
- Ability to use computers – Zoom, MS Word, and Excel.
- Preference to Westerville and surrounding area residents.

Compensation:

- Part-time position – 20 hours/week on average. Must be available to conduct the majority of work during regular business hours (9 a.m. – 5 p.m.).
- Hybrid work – Approximately 80% at home, 20% in-person.
- Compensation in the \$25,000 to \$35,000 range based on experience and overall background.