

WAUKESHA EDUCATION FOUNDATION, INC. (WEF)

Position Title: Executive Director
Position's Purpose: To provide consistency throughout Board member transitions, strive for continuous improvement, develop and sustain key relationships in the community, increase community awareness and ensure that the strategic goals of the organization are understood and supported by Board activity.
FLSA Status: Exempt:
Status: Part-time, 25 hours/week

Primary Responsibilities

Strategic Planning/Continuous Improvement: Partner with the General Board and the Executive Committee to revise the Strategic Plans of the organization at a minimum of every 3 years. Leverage appropriate educational opportunities and network with other non-profit organizations to identify opportunities for consideration by the Executive Committee and/or General Board.

Development: Provide oversight for new development strategies proposed by the General Board to ensure alignment with organizational goals and other existing strategies. Identify impact on administrative support, volunteer needs, and/or budget for consideration by the Board prior to approval.

Finances: Work with Treasurer to reconcile all financial reports quarterly. Maintain positive relationships with portfolio managers/administrators.

Public relations: Serve as the WEF spokesperson and primary contact with outside organizations, media outlets and individuals, develop and maintain relationships with key community partners, ensure the consistency of the WEF message across all materials and coordinate and/or writes press releases and other communications. Utilize social media for the purpose of communicating, branding and securing support and sponsorships and support the Board to do the same. Ensure information on the WEF website is timely, accurate, and easily accessible. Develop and maintain relationships with PTOs and Waukesha Public School personnel for the purpose of maintaining a high level of communication and interaction.

Major sponsorships: Cultivate and maintain positive and professional relationships with potential and current sponsors. Develop (or oversees the development of) solicitation materials and ensures all Board members have access to the same. Facilitate and support Board efforts to solicit and secure major sponsors and significant donations for WEF fundraisers. Coordinate benefits offered to major sponsors and ensure any unique sponsor requirements can be supported by the Foundation prior to accepting donations.

Manages Organization Operations: Responsible for the placement and oversight of staff or volunteers charged with providing administrative support for the organization. Work with Executive Committee and Board committee chairs to ensure accurate, efficient and consolidated maintenance of all WEF documentation, including financial reports, meeting agendas, minutes, policies and procedures, sponsorship information, data administration and donor information. Identify and utilize technical solutions for organizational issues (e.g. online donations, online newsletter, email, etc.). Review all correspondence for the organization and direct to the appropriate Board member for follow-up.

Qualifications Required:

Bachelor's degree and majored in business administration/marketing and have 3+ years of development experience OR must have an equivalent combination of job-related training, education and/or experience.

Knowledge, skills and abilities required:

- Analytical skills

- Experience with interpreting financial reports
- Strategic planning experience
- Strong interpersonal skills
- Ability to work independently
- Internally motivated
- Strong oral communication skills
- Advanced written communication skills in order to produce a range of documents, including those to be published in the media or distributed to an audience
- Intermediate-level skill in website management
- Ability to utilize and select social media for advertising and branding purposes
- Ability to consistently represent the organization in a professional manner
- Knowledge of effective marketing techniques
- Knowledge of the principles of public relations
- Strong detail orientation