



School District 95 Educational Foundation Executive Director

The District 95 Educational Foundation is a not-for-profit, 501 (c)(3) organization, incorporated under the laws of the State of Illinois. The Foundation is autonomous, working in partnership with Community Unit School District 95 (CUSD 95) to raise funds and provide resources for additional innovations that empower all D95 learners to achieve personal excellence.

A volunteer board governs the Foundation and is joined by the CUSD 95 Superintendent and a representative from the District's Board of Education.

Role of the Executive Director and the Foundation's Board of Trustees

The Foundation employs a part-time Executive Director to help implement the mission of the organization. The position is selected by a majority vote of the Foundation's Board of Trustees and reports directly to the Chair of the Foundation, who oversees the Board of Trustees. The Executive Director serves in a part-time, contractual position and is responsible for individual taxes and benefits. The Foundation is an "At Will" employer.

Because the Executive Director's position is a contractual assignment, the Foundation is not required to provide working space, phone, computer or per diem reimbursement for travel. However, at its discretion, the Foundation may provide coverage for some of these expenses and other resources.

Executive Director Job Description and Duties

- The Executive Director of the Foundation functions as the Chief Operating Officer of the Foundation. She/he is to assist in the creation and implementation of the strategic vision of the Foundation Board
- The Executive Director coordinates all fundraising efforts to include donor recruitment and management and coordination of all fundraising events to include, but not limited to the Annual Gala, Harlem Wizards Game, and Golf Outing
- The Executive Director coordinates communications to the Foundation's Board of Trustees regarding meeting dates, agendas and committee coordination
- The Executive Director leads the implementation of Foundation initiatives like the Cultural Diversity Celebration and Peace Pole Project
- The Executive Director assists as needed to standing and appointed committees to ensure successful completion of tasks
- The Executive Director will also assist other CUSD 95 affiliated organizations such as the PTO presidents from the eight schools in providing donor solicitation support and restricted fund management assistance



District 95
**EDUCATIONAL
FOUNDATION**
Innovation through Collaboration

- The Executive Director will be actively engaged in the community to optimize donor cultivation with local businesses, organizations and other D95 stakeholders
- The Executive Director maintains and updates website, social media, constant contact, and other communication platforms to keep stakeholders engaged

Ideal Candidates for this position should:

- Hold a bachelor's degree in communications, education, finance, marketing and or a related field with a master's degree preferred;
- Have at least five years demonstrated experience in donor solicitations and coordination of fundraising events;
- Have experience in the solicitation and request of corporate and foundation grants to include matching grant programs;
- Have demonstrated experience in developing and managing organizational budgets to include meeting revenue and cost projections for all fundraising events and overall annual fundraising goals;
- Have a working knowledge of donor databases and computer applications along with experience in utilizing social media and website communications to promote the Foundation's mission and strategic direction;
- Demonstrate the ability to manage communications and volunteer recruitment across various populations to include but not limited to community leaders, parents, CUSD 95 staff, and students

Compensation is commensurate with experience. Interested candidates should submit resumes, cover letters, and a list of 3 recent, relevant references via email to:

Brad Bailey, Chair
Board of Trustees
District 95 Educational Foundation
bbailey579@gmail.com