



### **Executive Director, St. Joseph Public Schools Foundation**

The St. Joseph Public Schools Foundation (SJPSF) is a not-for-profit, 501(c)(3) organization led by a board composed of community leaders and passionate supporters of the St. Joseph Public Schools. The Foundation's purpose is to raise, steward and distribute resources to enrich the education of students in the St. Joseph Public Schools District.

The Foundation is seeking a passionate Executive Director who will be responsible for daily operations of the organization, leading and administering all aspects of the St. Joseph Public Schools Foundation. The Executive Director reports to and works in close collaboration with the Board of Directors, a working board, who remains the primary face of the Foundation to the community.

Your responsibilities will include:

#### **Leadership and Management:**

- Promote the vision and mission of the SJPSF.
- Oversee the daily operations of the organization, and help guide volunteers to achieve the organization's goals.
- Advise the Student Foundation.

#### **Fundraising:**

- Implement fundraising activities and manage donor relationships.
- Process and receipt all gifts.

#### **Board Relations:**

- Assist the Board President and Committee chairs in planning meeting agendas and preparing materials.
- Work with the Board President and Executive Committee on recruitment, selection, orientation and development of Board and committee members.
- Provide a monthly report of Foundation activities at board meetings.

#### **Public Relations, Marketing and Communications:**

- Carry out PR strategies, manage the website, social media, and newsletters.

#### **Financial Administration and Legal Compliance:**

- Oversee financial procedures and compliance with 501(c)(3) status.
- Manage QuickBooks and reconcile accounts monthly.

#### **Minimum Qualifications:**

- Undergraduate degree.
- Proven project management experience with leadership responsibilities.
- Strong marketing, public relations and fundraising experience.
- Proven ability to effectively collaborate with diverse groups of people.
- Effective oral and written communications skills.
- Capable of lifting/carrying 20 lbs.; some physical activity required

#### **Preferred Skills and Experiences:**

- Degree in Business Administration, Marketing, Non-Profit Management or a business-related field preferred.
- Successful experience in an organization in the nonprofit, corporate or governmental sector where there are multiple constituencies and board interaction.
- Experience preparing financial reports and working knowledge of accounting best practices.
- Proficiency in Google Workspace and Quickbooks.
- A person whose integrity is present in all actions and is self-motivated and results oriented.

#### **Terms of Employment:**

This position will be full time with a flexible schedule, including some evenings and weekends. Salary is commensurate with experience. Other duties as assigned.

#### **Applications:**

Please submit a cover letter with your resume including 3 references to the contact information listed below. The deadline for submissions is March 7, 2025.

#### **Contact information and submit resume, cover letter and references to:**

Sam Abdelnour, President, St. Joseph Public Schools Foundation Board of Directors  
[sjpsfpresident@sjschools.org](mailto:sjpsfpresident@sjschools.org)