Job Title	Executive Director, Boerne Education Foundation (BEF)
Reports To	BEF Executive Committee & BISD Chief Communications Officer

Minimum Salary	$310/daily; $70,060 annually	**Workdays**	226
Maximum Salary	$450/daily; $101,700 annually	**Type of Assignment**	Full-Time, Exempt
Contract Status	BP04		
Funding	This position is split-funded by the Boerne Education Foundation (BEF) and Boerne ISD. Salary is determined by directly related experience; annualized pay may be pro-rated based on actual start date.		

Position Summary

The Executive Director of the Boerne Education Foundation (BEF) leads the Foundation's fundraising, grant writing, donor stewardship, community engagement, event management, and day-to-day operations. Working collaboratively with Boerne ISD leadership and the Office of Communications, the Executive Director cultivates and maintains relationships with board, staff, local businesses, and community organizations, manages BEF's financial and donor records, supports BISD special projects and events, and coordinates marketing efforts to advance the mission of BEF and support student and staff success in Boerne ISD.

Minimum Requirements

- Bachelor's degree from an accredited college or university.
- Proficient in MS Office, specifically Word and Excel, and Google Suite.
- Ability to maintain a high level of organization.
- Ability to work flexible hours that may include nights and weekends.
- Satisfactory outcome of fingerprinting background check.

Preferred Qualifications

- Experience writing grant applications and fundraising.
- Experience with accounting software (i.e., QuickBooks).
- Three (3) years of experience in nonprofit fundraising, communications, public relations, marketing, event management, or education.
- Experience working with education foundations.
- Experience working in the media industry and/or public relations.
- Experience with donor CRM systems (i.e., GiveSmart, Zeffy, GiveButter).

Knowledge, Skills, and Abilities

- Comprehensive knowledge of 501(c)(3) organizations, nonprofit fundraising, donor stewardship, and the grant writing process.
- Excellent organizational and interpersonal skills; detail-oriented, ability to manage multiple priorities simultaneously and meet deadlines to support project and event management.
- Proficiency in graphic design and social media tools (Canva, Adobe Creative Suite, etc.).
- Demonstrated ability to cultivate and maintain business and community relationships.
- Proficiency in MS Office (Word, Excel, PowerPoint), Google Drive/Google programs, and QuickBooks.
- Excellent verbal and written communication skills, including the ability to provide excellent customer service to donors, vendors, and volunteers.
- Ability to develop and deliver high-quality presentations for various groups.

- Ability to work effectively and harmoniously with the BEF Board, volunteers, administrators, teachers, and other staff.

Essential Functions/Key Responsibilities

Foundation Management

- Serve as the liaison between the Boerne Education Foundation (BEF) and Boerne ISD.
- Coordinate all meetings and functions of the BEF Board of Directors and its committees.
- Maintain BEF legal and accounting records and manage BEF's financial transactions.
- Generate financial reports for BEF board meetings with BEF VP of Finance.
- Provide reports on activities, accomplishments, and finances to the BEF Executive Committee at a minimum of monthly.

Fundraising and Development

- Develop and implement an annual fiscal year fundraising plan approved by the BEF Board of Directors.
- Conduct ongoing research and develop new fundraising opportunities and giving initiatives.
- Support BEF chairs and committees in annual fundraising events and campaigns.

Grant Writing

- Research, identify, and execute grant writing opportunities for BEF.
- Work collaboratively with the BISD Business Services Department in the research, pursuit, and securing of grant opportunities.

Donor Management

- Develop and maintain relationships with individual donors, large corporations, and other businesses with a local presence and/or employment base.
- Maintain and update donor records in the donor database/CRM system (i.e., Excel, GiveSmart).
- Manage donations and generate timely donor acknowledgement letters.
- Create donor reports, contact lists, and giving summaries.

Community Engagement and Partnerships

- Build positive relationships and provide the community with partnership opportunities that enhance the BEF community, including BISD students and educators.
- Develop and implement a strategy for partnering with community-based organizations, business partners, governmental agencies, and cultural institutions in support of BEF and BISD goals.
- Support BISD special events.

Marketing and Communications

- Develop and manage content for BEF's social media accounts (Facebook, Instagram, etc.) and marketing materials.
- Collaborate with the BISD Chief Communications Officer on all joint BEF and BISD public relations events.
- Support BISD special projects.

Event Management

- Plan, coordinate, and execute BEF events and campaigns.
- Coordinate BEF activities, meetings, and events with district partners to ensure positive interactions.
- In collaboration with the Chief Communications Officer, support the planning and management of BISD events.

Administration

- Complete all assignments with a high level of accuracy and detail.
- Initiate activities that are creative, innovative, and meet the needs of BEF and the district.
- Demonstrates thoroughness, reliability, and a high degree of accuracy in performing work assignments.
- Demonstrates initiative and good judgment in problem solving and decision making.
- Work closely with various departments and teams, including finance, human resources, curriculum, and instructional leaders, to ensure compliance and reporting considerations are integrated into all relevant processes and initiatives.
- Daily attendance at work and punctuality are essential functions of the job.
- Foster and maintain a positive, respectful, and collaborative tone in all communications with internal and external stakeholders.
- Compile, maintain, and organize reports, records, and other required documentation.
- Adhere to all applicable federal and state laws, State Board of Education rules, board policies, and district regulations.
- Attend Board, administrative, staff, public meetings, and as required.
- Follow established campus and district routines to ensure compliance and consistency in operations.
- Maintain confidentiality.
- Perform other duties as assigned.

Supervisory Responsibilities

- None.

Working Conditions

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.
Posture: Frequent walking, prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
Lifting: Occasional light lifting and carrying (less than 15 pounds).
Environment: Work inside, may work outside; regular exposure to noise. May work prolonged or irregular hours, including nights and weekends; frequent districtwide travel; occasional statewide and/or out-of-state travel.
Mental Demands: Maintain emotional control under stress; work with frequent interruptions and frequent deadlines.

Non-Discrimination Notice: *Boerne ISD is an equal opportunity educational provider and employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, or other protected status in its educational programs, activities, or employment practices and provides equal access to the Boy Scouts and other designated youth groups, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For questions regarding nondiscrimination policies, contact Human Resources at 235 W. Johns Road, Boerne, TX 78006 | 830-357-2000 | www.boerneisd.net.*