



# HOOVER CITY SCHOOLS FOUNDATION

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**POSITION TITLE:** Executive Director

**FUNCTION:**

- To work in collaboration with donors, volunteers and the Board of Directors to develop and mobilize financial, human and material resources needed to achieve annual and long-term Foundation fundraising goals (40%).
- To participate in short and long-term planning to accomplish Foundation goals (40%).
- Administrative tasks necessary to run an organization (20%).

**REPORTS TO:** Board of Directors

**JOB CLASSIFICATION:**

- Part-time to full-time, contracted monthly rate for agreed-upon hours. Initial performance evaluation will be at 3 months and annually thereafter.

**QUALIFICATIONS:**

- Two or more years of demonstrated experience in nonprofit and fundraising activities or similar experience.
- Well-developed organizational skills.
- Demonstrated experience with donor database input a plus.
- A high level of proficiency with Google suite of products (Gmail, Google Docs, Google Sheets, etc.)
- Experience with Quickbooks a plus
- A proven record of success in managing multiple tasks and responding to a variety of needs.
- Demonstrated ability to compose and/or edit personalized correspondence, articles and reports.
- Strong verbal communication and relationship building skills.
- Current Alabama Driver's license and insurance.



## ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

Develop, implement and coordinate Foundation fundraising strategy and activities.

- Work with Fund Development Committee and the Executive Director to create and implement the Foundation's Annual Fundraising Plan.
- Coordinate and manage Scholars Circle campaign and fundraising sponsors with respective volunteer committees.
- Conduct prospect research and establish and cultivate individual and corporate donor relationships.
- Responsible for donor software oversight, including but not limited to data entry, maintenance, ongoing reports and data analysis.
- Reconcile fundraising results with financial records on a periodic basis.
- Oversee all Foundation gift acknowledgement and stewardship practices.
- Maintain an appropriate level of confidentiality and uphold the ethics and standards of the fundraising profession.

### Community Relations and Marketing

- Support Events Committee with the planning and logistics of various outreach events.
- Engage with PR firm for website, social media and other marketing needs.
- Establish and maintain relationships with HCS District leaders, HCS Board of Education and school leadership.
- Establish and maintain relationships with City of Hoover leadership.

### Grant program management

- Work with BOD to plan and execute grant program, including attending events to distribute grant monies.
- Provide record keeping related to grant program.

### Board of Directors Support

- Make recommendations to the Board on goals, policies and procedures, and strategic and organizational issues and opportunities.
- Work with BOD to implement Strategic Plan.
- Ensure accurate record keeping.

Additional duties provided from the BOD.

If interested, please email resume and cover letter to:  
[admin@hoovercsf.org](mailto:admin@hoovercsf.org)

