



Inspiring minds. Expanding possibilities.

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JOB POSTING

POSITION: Executive Director POSTING DATE: Wednesday, April 28, 2021

SALARY: \$50,000-\$60,000 plus incentives CLOSING DATE: Friday, May 14, 2021

SCHEDULE: Full-Time STARTING DATE: June/July 2021

METHOD OF APPLICATION:

Interested candidates meeting the qualifications below must submit a LETTER OF INTEREST and CURRENT RESUME by May 14, 2021 to BDolan@dickinsonwright.com and rassjenn@gmail.com

MISSION:

Our mission is to create exceptional educational experience by connecting innovative Birmingham Public School teachers with community support.

The BEF provides grants in to support Academics, Arts, Athletics, STEM and Character Education in Birmingham Public Schools. We also assist certain school groups with meeting their fundraising goals.

JOB SUMMARY:

The Executive Director is responsible for the development and growth of the Birmingham Education Foundation, which includes (but is not limited to) all fund development, donor relations, marketing, grant review and award processes, management of financial resources, coordination of volunteers and compliance with all local and state regulations regarding the Foundation.

The Executive Director reports to and supports the Board of Directors. The Executive Director is responsible for fostering communications and positive public relations with key stakeholders including parents, school administration, school staff, the Birmingham Public Schools Board of Education, local business community, community at large, and donors.

RESPONSIBILITIES:

Fundraising and Fund Development:

- Develop overall fundraising plan in order to meet or exceed annual fundraising goals as established by the Board.
- Initiate and be responsible for fundraising efforts including major gifts, annual fund campaign, memorial & tribute programs, and other individual solicitations including donor cultivation.
- Lead fundraising efforts for corporate, parent, staff, alumni and community support.
- Supervise implementation of special events as directed by the Board.

Public Relations, Marketing and Communications:

- Identify and develop new partnerships with business and community leaders.
- Strengthen working relationships with BPS administration, BPS Board of Education, staff, parents, PTA Council, alumni and community at large.
- Work in collaboration with BPS Director of Community Relations to become part of the overall BPS public relations and communication plan.
- Develop and implement a communications plan including timeline and marketing strategies.
- Utilize awarded grants in promotional and marketing materials to build a legacy of good stewardship.
- Oversee publication of annual report, event programs, brochures, flyers, newsletters, press releases and all other Birmingham Education Foundation materials.
- Review and enhance Website and all forms of social media including Facebook and Twitter as directed by Board.

Board Relations and Board Communications:

- Promote the vision and mission of the Birmingham Education Foundation.
- Work with the Board co-presidents to ensure effective and efficient board committee structure and operations.
- Be responsible for the recruitment, selection and orientation of new Board members and officers and continued engagement of current Board members and officers.
- Assist the Board co-presidents and committee chairs in planning agenda and preparing materials for board meetings, committee meetings and annual planning meeting.
- Prepare an Executive Director report for Board meetings and an annual report.

Grant Review and Award Process:

- Continually work with district administration, building principals, the Board, staff and PTA council to determine funding opportunities.

- Research and apply for outside grants applicable to the foundation.
- Communicate grant application process including criteria and deadlines to BPS staff.
- Facilitate grant process including follow through requirements of grant recipients.

Financial Management and Administration

- Oversee maintenance of financial, donor and alumni databases and procedures to ensure all are up-to-date and accurate.
- Work with the Treasurer to establish annual budget and prepare monthly financials for review.
- Prepare all needed financial reports and materials for annual audit/review.
- Maintain a working knowledge of significant developments and trends in philanthropy and education foundations in general.

QUALIFICATIONS:

- College degree, preferably in Public Administration, Business, Education, Public Relations, Marketing or related discipline.
- Experience in a senior leadership role, preferably in the nonprofit or public sectors.
- Thorough understanding of nonprofit governance.
- Knowledge of nonprofit accounting and financial reporting and demonstrated ability to develop and manage budgets.
- Management experience, including recruiting, hiring, training and coordinating teams.
- Excellent leadership skills to motivate and engage an all volunteer Board.
- Proven track record in fundraising and fund development with major donors.
- Successful grant writing experience.
- Priority on cultivating relationships with major donors, key business leaders and strategic partners.
- Working knowledge of communication principles and marketing techniques; experience with social media, Website development and content writing, and creation of general marketing materials.
- Excellent interpersonal and communication skills.
- Strong reporting and presentation skills and ability to plan and conduct meetings effectively.
- Demonstrated ability to manage multiple activities/projects including major events.
- Proficient in Microsoft Office Suite, QuickBooks, Little Green Light (donor software), Greater Giving (event software).

AN EQUAL OPPORTUNITY EMPLOYER