



Job Title: **Executive Director**

Location: Dallas, GA

Type: Part-time, Exempt

Reports to: Board of Trustees

Overview:

Paulding Education Foundation vision is to provide resources, both financial and human, that ensure total commitment to the exemplary performance of public education in Paulding County by engaging in fundraising opportunities to provide funding for our programs. We believe in providing programs to enrich and expand learning opportunities for students while supplementing our schools and teachers with special needs to help the instruction of our students.

Our organization is committed to provide an opportunity for the community to contribute to public education in Paulding County; promote innovative instruction through grants to our teachers and schools; establish networks among public, private, and government partners for the benefit of public education in Paulding County.

Our organization values strive to provide transparency, equity, collaboration, and innovation. We are committed to creating a work environment that is inclusive, respectful, and empowering. We believe that our work is strengthened by the diverse perspectives and experiences of our staff and volunteers.

We are dedicated to achieving the enrichment and expansion of learning opportunities for students. Through our programs and activities, we strive to make a positive impact on the lives of those we serve and the broader community.



Position Summary:

The Paulding Education Foundation is seeking an experienced Executive Director who is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management (including Budgeting), and staff supervision. The Executive Director will also be responsible for recruiting, inspiring and equipping volunteers to help accomplish the organization's goals and mission. As a mentor to staff, the Executive Director will motivate and empower the team to achieve their best work.

In addition to their operational responsibilities, the Executive Director will be a passionate leader who inspires others to engage with our mission. They will work closely with the Board of Trustees to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, educators, and community leaders. It is essential that the Executive Director understands the critical nature of how to work with key school district leadership, school administrators, county and city officials to be the partner we can be and implement our programs.

Our ideal candidate will be a motivational leader with a proven track record of success in nonprofit management. They will be passionate about our organization's mission and committed to achieving our goals. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent our organization to a variety of audiences.



Key Responsibilities:

Organizational Leadership and Board of Trustees Relations:

Collaborate with the Board of Trustees to ensure that the organization is fulfilling its mission.

Provide regular updates to the Board of Trustees regarding the organization's operations and performance.

Work with the Board of Trustees to develop and implement policies and procedures that support the organization's mission and goals.

Staff Management & Mentorship:

Serve as a servant leader to the organization's staff, providing guidance, motivation, and support to help them succeed in their roles.

Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents.

Provide regular feedback to staff members, both in the form of ongoing coaching and formal performance evaluations, to ensure that they are meeting performance expectations and growing in their roles.

Develop and implement staff development plans to support the ongoing growth and professional development of each team member.

Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.



Ensure that staff members are fulfilling their roles effectively, and work with them to identify opportunities for improvement and growth.

Financial Management & Leadership:

Oversee the organization’s financial management in partnership with the Board and Foundation Treasurer, ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.

Develop and oversee the organization’s annual budget, working with the Board and other staff members to ensure that it aligns with the organization’s goals and priorities.

Monitor financial performance on an ongoing basis, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget.

Ensure that financial reports are accurate and provided to the Board of Trustees in a timely manner, working with the Treasurer to provide detailed financial analysis and reporting as needed.

Collaborate with the Board of Trustees and other stakeholders to identify opportunities for revenue growth and cost savings, while also ensuring that the organization remains financially stable and sustainable for the long term.

Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization’s financial policies and procedures are in compliance with all relevant regulations and guidelines.



Fundraising and Development:

Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.

Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Trustees and other stakeholders to engage donors and secure major donations.

Work with the Board of Trustees and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.

Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.

Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.

Ensure that the organization raises enough funds to meet its annual goals and expand its mission reach and impact, monitoring progress toward fundraising goals and making adjustments as needed.

Maintain up-to-date knowledge of best practices in nonprofit fundraising and development, and work collaboratively with the Board of Trustees and other stakeholders to continuously improve the organization's fundraising efforts.



Program Development and Management:

Develop and implement a strategic program planning process to identify programs that align with the organization's mission and goals, working closely with staff, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization's constituents.

Manage the day-to-day operation of programs, working with staff and volunteers to ensure that programs are executed with excellence and create the most impact for the mission of the organization.

Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed.

Expand programs and services as appropriate to fulfill the organization's mission, working with the Board of Trustees and other stakeholders to identify opportunities for growth and innovation.

Ensure that programs are implemented in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.

Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.

Marketing, Communications & Public Speaking:

Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.

Create and maintain the organization's brand and messaging across all channels.



Act as the organization's spokesperson and represent the organization at public events and speaking engagements.

Develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization's activities.

Strategic Planning:

Work with the Board of Trustees and staff to develop and implement the organization's strategic plan.

Conduct regular assessments of the organization's performance and adjust the strategic plan as needed.

Identify opportunities for growth and expansion, and develop plans to pursue them.

Ensure that the organization's programs and activities align with the strategic plan and the organization's mission and values.

Qualifications:

- Bachelor's degree in a relevant field (e.g., nonprofit management, business administration, social work), or comparable.
- Minimum of 3 years of experience in nonprofit management or a related field.
- Strong leadership, communication, and interpersonal skills.
- Demonstrated experience in fundraising and development.
- Knowledge of nonprofit financial management and budgeting.
- Ability to work collaboratively with staff, Board of Trustees, donors, sponsors, and other stakeholders.



- Passion for the organization's mission and values.

Compensation:

Compensation will be commensurate with experience based on part time position with growth to full time position. Submit salary requirements with application.

To Apply:

Please submit your resume and cover letter to James Ashworth, Chairman Paulding Education Foundation, at jim.ashworth@att.net. We thank all applicants for their interest, but only those selected for an interview will be contacted.