



Executive Director

Location: Dallas, GA

Reports to: Board of Trustees

Overview:

Paulding Education Foundation's 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.

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.

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. Our ideal candidate will be a motivational leader with a proven track record of success in nonprofit management. 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
- Staff Management & Mentorship
- Financial Management & Leadership
- Fundraising and Development
- Program Development and Management
- Marketing, Communications & Public Speaking
- Strategic Planning

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 will be commensurate with experience. 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.