



## **HRCEF EXECUTIVE DIRECTOR JOB DESCRIPTION 2022**

### **About the Foundation**

We are a private nonprofit 501c3 organization, operating separately from the Hood River County School District. An energetic, committed and expert group of volunteer board members develop and run the fundraising activities and the many programs of the Hood River County Education Foundation (HRCEF). Our mission is to raise funds for the school district: to support high quality instruction, to pay fees for low-income students, and to fund scholarships for post-secondary college and training. Our funds and programs grow and expand to meet the changing needs of our students.

### **Major Functions of Executive Director**

To provide leadership, management and direction to all of the operations and programs of the Hood River County Education Foundation, working with the HRCEF Board of Directors and the committees. Attend all Board meetings and events.

- **Working with the Board of Directors:** With the Board and Executive Committee: set goals for each year; develop annual plans for programs and events, fundraising, & marketing.
- **Foundation Staff Manager:** Direct the HRCEF Scholarship Coordinator/Administrative Assistant and other part-time staff; help recruit and supervise volunteers.
- **Financial Operations:** Oversee all financial operations, including investments. Oversee tracking of all income & expenditures. Develop and manage the annual budget.
- **Technology Use:** Comfortable using and learning software tools in order to keep our organization running efficiently in the quickly changing world of technology.
- **Marketing and Fundraising:** Develop new donors; support current donors; oversee maintenance of donor database. Raise awareness of the organization.
- **Program Coordination:** Coordinate tasks among the Program Committees: Fundraising, Impact Teacher Grants, Opportunity Grant (funding middle school activities), Scholarships, Finance.
- **Coordination with School District (HRCSD):** Coordinate and work closely with District and school administrators and educators to ascertain the District's needs that HRCEF may assist in meeting.
- **Professional Development:** Engage with other School Foundations and non-profit organizations to develop professional skills and leadership.