



PROFESSIONAL VACANCY RICHARDSON ISD

JOB TITLE: EXECUTIVE DIRECTOR – RICHARDSON ISD FOUNDATION
REPORTS TO: RISD CHIEF OF STRATEGY & ENGAGEMENT AND THE RICHARDSON ISD FOUNDATION BOARD OF DIRECTORS
DAYS: 226 DAYS (12 MONTHS)
SALARY: \$103,251 TO \$109,020 BASED ON EXPERIENCE (Benefits included)

PRIMARY PURPOSE

- Creatively and effectively generate community support and funding for the enrichment of educational opportunities throughout Richardson ISD by directing the affairs of the Richardson ISD Foundation.

QUALIFICATIONS

- Bachelor's degree preferred
- Extensive experience/knowledge in managing non-profit or 501(c)(3) organizations
- Experience working collaboratively/effectively with governing boards and business/community partners
- Demonstrated success fundraising

KNOWLEDGE/SKILLS NEEDED

- Experience with fundraising
- Exceptional skills in financial management
- Extensive experience in grant writing
- Ability to meet established deadlines and targeted goals
- Ability to manage multiple tasks/projects effectively
- Experience with financial management software
- Excellent public relations, organizational, communication and interpersonal skills
- Ability to create and maintain positive relationships with community members throughout the entire Richardson ISD Community

MAJOR RESPONSIBILITIES/DUTIES

- Coordinate the administrative activities of the Richardson ISD Foundation
- Maintain positive/productive relationships and consistent communication with the Richardson ISD Foundation Board of Directors
- Creatively generate financial support for the enhancement of education in the Richardson Independent School District through the work of the Richardson ISD Foundation
- Manage all aspects of accounting and financial record keeping for the department
- Coordinate the design and implementation of community-focused initiatives for the Foundation
- Coordinate, communicate and advertise Richardson ISD Foundation fundraising campaigns and events
- Attend all Richardson ISD Foundation board meetings and Richardson ISD Foundation events
- Develop and maintain Foundation planning calendar
- Plan, direct and supervise fund-development programs
- Develop and manage portfolio (database) of donors and prospects

- Develop and maintain all Richardson ISD Foundation records and materials, including finances, budget, mailing lists, correspondence, donor information, and board member involvement service
- Adhere to adopted budget and maintain accurate records of Richardson ISD Foundation expenditures
- Develop, implement and oversee Richardson ISD Foundation fundraising and development activities to ensure stable organizational revenue and program levels
- Serve as primary contact on all development-related activities for donors and prospects, including prospect management, personal visits, development proposals, campaign committees, correspondence and events
- Coordinate dissemination of Richardson ISD Foundation grants and initiative funds to recipients
- Promote collaborative efforts between Richardson ISD and the Richardson ISD Foundation
- Work closely with the RISD Strategy & Engagement department to communicate and market activities, events and initiatives of the Richardson ISD Foundation
- Assist the external audit process in preparation for IRS document filing
- Communicate information about upcoming meetings
- Recommend and administer policies set by the Richardson ISD Foundation Board of Directors
- Conduct orientation/training for directors

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used:

- Standard office equipment including personal computer and peripherals

Posture:

- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Moton:

- Repetitive hand motions, frequent keyboarding and use of mouse, occasional reaching

Lifting:

- Occasional light lifting and carrying (less than 15 pounds)

Environment:

- May work prolonged or irregular hours, occasional districtwide and statewide travel

Mental Demands:

- Work with frequent interruptions; maintain emotional control under stress

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>

The application must be complete and three electronic reference forms must be received before an applicant will be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references. Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED



APPROVED: _____

DATE: 05/27/21

Christopher B. Goodson, Ed.D.

Assistant Superintendent – Human Resources

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.