



FRUITPORT EDUCATION FOUNDATION NOTICE OF INTENT TO EMPLOY

POSITION: Executive Director - Fruitport Education Foundation (FEF)

STATUS: Part-time; Approximately 30 hours per month.

QUALIFICATIONS & PERFORMANCE RESPONSIBILITIES:

1. Administer New and Ongoing Giving Strategies
 - a. Maintain donor database; cultivate and maintain relationships with key Foundation donors.
 - b. Initiate and send end of the year appeal letters to donors; prepare thank you letters to donors.
 - c. Report donor statistics to the Foundation Board
 - d. Bring new ideas on how to make the FEF grow and prosper
2. Coordinate Fifth Quarter Party and All Fundraising Activities
 - a. Solicit event sponsors; secure event site and coordinate event; coordinate volunteers.
 - b. Prepare publicity for the event.
 - c. Responsible for all post-event follow-up and thank you letters; prepare final report to the Foundation Board.
3. Marketing and Public Relations of the Foundation
 - a. Prepare all marketing materials for distribution (media outlets, social media, newsletter, etc.).
 - b. Responsible for development and maintenance of Foundation web site in conjunction with the Technology Department at Fruitport Community Schools.
 - c. Represent and/or speak on behalf of the FEF at appropriate school and community functions.
4. Alumni Relations
 - a. Coordinate production of an Alumni directory; maintain alumni database.
 - b. Continue efforts to develop an alumni association/reunion information clearinghouse.
 - c. Respond to and follow-up with all alumni inquiries.

SKILLS & EXPERIENCE:

1. Fundraising: Fundraising skills including individual solicitations, corporate sponsorships, annual campaigns, and donor cultivation and stewardship. Ability to fundraise beyond the current budget to take FEF to the next level of organizational development.
2. Advocacy & Organization: Previous student, community, or other organizing experience desired. Experience in working with community boards and volunteer workers. Understanding of campaign development and implementation.
3. Communication (verbal and written): Ability to effectively represent FEF to a variety of audiences. Manage and refine FEF communications from public relations and web presence to external relations with the goal of creating a strong FEF brand. Arrange media coverage for all FEF events and write press releases. Demonstrated strong verbal and written communication skills are required.

COMPENSATION:

The Executive Director will work approximately 30 hours per month, at an hourly rate of \$30 per hour; not to exceed \$12,500 annually.

HOW TO APPLY: Candidates may apply online by clicking on the **Employment** link under the **Department** tab on the Fruitport Community Schools' website at: www.fruitportschools.net.

POSTING DATE: July 19, 2023

ENDING DATE: August 2, 2023

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