



**JOB TITLE:** Executive Director  
**STATUS:** Full-time (32 hours/week)  
**REPORTS TO:** Board of Directors

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**Position Summary:**

The Henderson County Education Foundation (HCEF) Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

**Principal Duties and Responsibilities:**

- Work collaboratively with the board of directors to develop, lead, and implement the vision and strategic direction for the HCEF.
- Provide oversight, management, and administration in the development and ongoing operations of HCEF in order to accomplish its strategic goals and objectives, consistent with HCEF purpose and mission.
- Foster and maintain a strong positive relationship with Henderson County Public School administration, participating in weekly Leadership team meetings with the Superintendent and leadership team.
- Manage, coordinate, and secure funding for HCEF initiatives/programs including but not limited to: Leader in Me, Scholarships, Discover STEM Camps, Muddy Sneakers, Grow Our Own, etc.
  - Plan the delivery of designated programs and activities in accordance with the mission and the goals of the organization.
  - Develop and implement long-term goals and objectives to achieve the successful outcomes for each initiative
- Build and nurture good working relationships and collaborative arrangements with community groups, donors, and media interested in supporting HCEF's vision and mission.
- Serve as a spokesperson for and build the reputation of the HCEF; oversee marketing and public relations effort.
- Deepen and refine all aspects of communications, from web presence and social media to external relations, in order to maintain a strong brand.
- Create and produce the Foundation Impact Report.
- Facilitation of the Foundation's Annual Fundraising Plan, which includes expanding the visibility of the Foundation's presence and developing relationships that seek and garner new donor and fundraising opportunities.
- Identify grant opportunities; pursue grants as approved and/or directed by the Board of Directors.
- Ensure fiscal integrity of the Foundation to include submission to the Board a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Establish quality control safeguards to ensure programmatic and fiscal integrity. Ensure consistent quality of finance and administration of Foundation resources in accordance with budget guidelines and fiscal laws and regulations.
- Oversee and support HCEF staff including supervision, evaluation, training, and team building.

### **Additional Duties and Responsibilities:**

- Coordinate and establish rapport with volunteers, event committees, alumni, partnering organizations and funders.
- Serve as Henderson County education community liaison.
- Attend all regular, Executive Committee and special meetings of the Foundation Board of Directors. Support all Board of Director Committees.
- Responsive to direction from the HCEF Board of Directors in performing administrative duties that differ from the duties originally assigned.

### **Knowledge, Skills, and Abilities Required:**

*Education/Training:* Bachelor's degree in related field

*Experience:* Five or more years in nonprofit management (*preferred*)

*Qualifications:*

- Excellence in organizational management with the ability to coach staff and volunteers, manage, and develop teams, set and achieve strategic objectives and manage a budget.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission drive, and self-directed.
- Knowledge of, and experience with, group dynamics, facilitation and collaboration.
- Proficient computer and technological skills.
- Must successfully pass background check.

### **Working Conditions:**

*Job Conditions/Work Location:* Work is performed almost primarily in an office environment. Some remote work is possible. Travels within Henderson County to meet with staff, school administration, donors and other stakeholders as needed.

*Physical Requirements:* Ability to sit for extended periods of time, walking, standing (occasionally bending stooping, and lifting of up to 20 pounds). Frequent mental and visual concentration required for preparing and analyzing data, extensive reading and computer usage. Ability to hear and speak in order to exchange information in person or on the telephone.

*Equipment Used:* Computer – Microsoft Office & Google for Nonprofits, telephone, copy machine, printer, and other office equipment.

### **Compensation & Benefits**

Salary Range: \$50,000 - \$55,000 (32 hours/week, .8 FTE)

Benefits: NC State Retirement & Health Insurance (provided by Henderson County Public Schools), Holidays, PTO, Cell Phone Stipend, Flexible Work Hours, Some Remote Work Possible

*Note:* This position is funded 75% by HCEF and 25% by Henderson County Public Schools

**To apply:** Email resume, cover letter and three references to [edsearch@hcefnc.org](mailto:edsearch@hcefnc.org).

*Position open until filled.*