



HUMAN RESOURCES

## Position Description



### Executive Director - FWCS Foundation

Reports to	FWCS Foundation Board of Directors	PCN	
Pay scale/Group	\$110,000 - \$120,000	Steps	
Work Schedule	Monday-Friday: 8:00-4:30; hours may vary for functions & fundraising	Exempt/Non-Exempt (E/NE)	Exempt
Location / Unit	Foundation	Last Updated	Mar 25 2026

#### PURPOSE

The Executive Director serves as the bridge between the community's philanthropic passion and the District's strategic goals. The Executive Director will serve as the chief administrator and will lead all fundraising initiatives, manage Foundation Board and staff, coordinate activities with Alumni Associations, ensure financial stewardship, and be a leader in community advocacy.

#### ESSENTIAL FUNCTIONS

- Direct and manage the Foundation's fundraising and development program, including the development, implementation, and evaluation of a comprehensive annual development plan. Cultivate, solicit, and steward individual donors; secure corporate sponsorships; and oversee grant-related activities, including research, proposal development, reporting, and compliance.
- Provide leadership and support to the Board of Directors in matters of governance, including assisting with board recruitment and orientation, coordinating board and committee meetings, supporting committee work, and ensuring effective communication between the Board and Foundation leadership.
- Serve as the primary representative and spokesperson for the Foundation, building and maintaining strong relationships with donors, community partners, alumni associations, schools, and other stakeholders. Oversee communications, community engagement efforts, and the development and dissemination of reports and materials that demonstrate the Foundation's impact.
- Oversee the financial management of the Foundation in coordination with the school district, including development and monitoring of the annual budget, financial reporting, and ensuring adherence to financial policies, procedures, and regulatory requirements.

- Lead strategic planning and organizational direction in collaboration with the Board of Directors and district leadership, ensuring that Foundation priorities align with district needs and that programs and initiatives advance the Foundation's mission and long-term sustainability.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field required; Master's degree highly preferred.
- Certified Fund Raising Executive (CFRE) preferred
- At least three to five years of experience in fundraising or non-profit management
- Proven track record in donor cultivation, major gift solicitation, and relationship management, preferred.
- Strategic thinker with the ability to work collaboratively with diverse stakeholders and maintain confidentiality.
- Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient in donor management software (Bloomerang) preferred.
- Proficient with Microsoft Office Suite or related software.
- Valid Driver's license

### **PHYSICAL REQUIREMENTS**

To perform the essential functions of this job effectively and safely, employees must meet the following physical qualifications:

- **Communication Skills:** Ability to speak clearly and hear effectively in various environments.
- **Manual Dexterity:** Adeptness in the use of hands and fingers.
- **Postural Endurance:** Sit or stand for prolonged periods, as the job requires.
- **Flexibility:** Ability to bend at the waist, kneel, or crouch to perform specific duties.
- **Visual Acuity:** Close vision ability with the capacity to adjust focus.
- **Mobility:** Freedom to sit or walk at will throughout the work environment.
- **Strength and Stamina:** Capability to lift, carry, push, or pull up to twenty (25) pounds or more.
- **Outdoor Work:** Tolerance of work outside in various weather conditions.

FWCS will reasonably accommodate individuals with disabilities to perform these essential functions.