

Zionsville Education Foundation

Executive Director

Job Description: The Zionsville Education Foundation (ZEF) is a not-for-profit 501(c)(3) that promotes educational excellence and innovation in all Zionsville Community Schools. The Executive Director position is a part-time position that reports directly to the Zionsville Education Foundation Board of Directors.

The position includes the following responsibilities:

Development: develop and lead a comprehensive giving program, including strategies to increase annual giving and grow donor retention; work closely with the Development and Events Manager to further ZEF's mission and identify, cultivate, solicit, and steward individual donors to build an individual giving strategy; develop written proposals, gift agreements and other appropriate correspondence necessary to close and document new gifts and commitments; foster growth of best practices in the areas of data management and gift processing; and maintain and manage donor documentation including call reports to track contacts and donor communications.

Community relations: participate in relevant Zionsville community events, promote general community awareness of ZEF to ZCS staff and community, speak to community groups, and serve as the point of contact for external and internal stakeholders.

Mission: serve as an ambassador internally and externally for ZEF grants; be an enthusiastic resource for ZCS teachers and administration; implement Classroom and Imagine Grant Committees nominations processes; maintain grants management system to enable grant applications, evaluations, awards, and final reporting; and lead grant announcements and fulfillment.

Board Governance: communicate and coordinate Board meetings, support Board members and committees, maintain Board records, and attend relevant professional trainings and meetings.

Marketing and Communications: work with relevant Board committees to develop the overall strategic direction for the annual marketing and communications plan; lead staff and collaborate with key stakeholders to implement the plan.

Finance: process and document donations, enter financial information into Quickbooks entries, work with Finance Committee on monthly reconciliation, manage ZEF credit cards, work with Board Treasurer to develop annual budget, and work with Finance Committee to complete relevant State and Federal reporting forms.

Staff Management: manage, supervise, and advise the ZEF Development & Events Manager.

Position Qualifications: A bachelor's degree (or higher) is preferred. Experience in fundraising and non-profit management is preferred. Experience with Quickbooks or other related software and Bloomerang or related donor database software preferred. Minimum of 5 years

of experience in nonprofit management or related experience. A successful candidate will: have excellent interpersonal, listening, written, and verbal communication skills; be comfortable speaking to large and small groups and leading face-to-face donor meetings, phone calls, and email communications; have the ability to effectively prioritize, organize, use time management skills and be adept at multi-tasking; be a team player with the ability to work independently; and understand and maintain a high level of confidentiality and sensitivity.

Work Environment: this part-time, in-person position is an average of 30 hours per week and requires some evening commitments.

To apply: please send a cover letter and resume to zef@zcs.k12.in.us by May 16, 2025.