



Job Title: Executive Director, Collierville Education Foundation

Reports To: Board of Directors

Employment Type: Full-Time

Salary: Base range: \$50,000-\$60,000 plus incentives

POSITION SUMMARY:

The Executive Director serves as the chief executive officer of the Collierville Education Foundation, a nonprofit organization dedicated to supporting and enhancing public education in the Collierville Tennessee school district.

The Executive Director is responsible for the strategic leadership, operational management, fundraising, community engagement, and administrative oversight of the foundation. This individual will work closely with the Finance Director, Board of Directors, school district leadership, donors, and community stakeholders to advance the foundation's mission and impact.

KEY RESPONSIBILITIES:

Strategic Leadership

- Develop and execute a long-term strategic plan in collaboration with the Board of Directors.
- Ensure alignment of foundation goals with the needs and priorities of the Collierville public school district.
- Serve as a visionary leader and ambassador for equitable and innovative public education.

Fundraising & Development

- Develop and lead annual fundraising plans including major gifts, corporate sponsorships, grants, planned giving, and fundraising events.
- Cultivate and maintain good relationships with donors, foundations, business leaders, and community partners.
- Provide oversight for donor stewardship, recognition, and communications.
- Bi-annual Strategic Meetings with Donor

Program Oversight

- Coordinate the planning, implementation, and evaluation of the teacher grant application and reward process to support student achievement and educator development.
 - Meet with marketing firm to manage teacher grant applications and prepare a presentation for the board regarding award selection.
 - Arrange presentations to the board for large grant applications (over \$10,000).
 - Review grant submissions to ensure compliance with established criteria.
- Monitor program impact and ensure alignment with strategic goals and school district priorities.



Finance & Operations

- Work closely with the Finance Director on the following tasks:
 - Provide oversight of the Foundation's budget, award grant projections, financial reporting, and compliance with all legal and financial regulations.
 - Work with Foundation Treasurer, Board Finance Committee, and Accountant to ensure sound fiscal management and sustainability.
 - Maintain current organizational fiscal policies and procedures and monitor compliance.
 - Complete tax forms within designated deadlines. (e.g., 941 quarterly reports)
 - Arrange an annual review with the accountant.

Board Relations

- Serve as the primary liaison between the Board of Directors and the organization.
- Assist in board development, including recruitment, new board orientation, training, governance and strategic planning.
- Prepare regular reports and updates on the foundation's performance and strategic objectives.
- Prepare annual Foundation report to the school district's Board of Education.

Communications & Community Engagement

- Serve as the public face and spokesperson for the foundation.
- Work with the Marketing Firm and Marketing Director in developing and executing marketing, public relations, and communication strategies to build awareness and support.
- Foster strong relationships with school district officials, community leaders, media, and other stakeholders.
- Attend and engage in Collierville Rotary Club, Collierville Chamber of Commerce, Collierville School Board, and Parent Teacher Association Meetings.

Qualifications:

- Bachelor's degree preferred; Master's degree in education, nonprofit management, public administration, or related field preferred.
- Proven track record in sales, fundraising, donor relations, and community engagement.
- Strong financial acumen and experience with nonprofit financial management.
- Excellent leadership, interpersonal, and communication skills.
- Demonstrated ability to build consensus, work collaboratively, and inspire teams.
- Passion for public education and a deep understanding of educational equity and community development.
- Proficient in Microsoft office suite (Word, Excel and PowerPoint)

Preferred Skills:

- Familiarity with public school district operation, education policy and emerging trends in public education.
- Experience working with or reporting to a Board of Directors.
- Proficiency with donor management software (e.g., Salesforce).

Learn more about the Collierville Education Foundation at ColliervilleEducationFoundation.org

Submit resume to: mycef2025@gmail.com