



## **Position Description Executive Director**

### **Summary:**

The RRISD PIEF is an independent, community based non-profit organization whose mission is to develop and allocate resources to the Round Rock ISD to enrich, enhance and maximize the quality of education for all students.

### **Description:**

The Round Rock ISD Partners In Education Foundation (RRISD PIEF) is currently looking to hire a full-time Executive Director. This person will report directly to the RRISD PIEF Board of Directors and work closely with RRISD staff. Essential responsibilities will include participating in all stages of fundraising, planning, development, implementation and administration for this 501(c)3 organization.

Success in this position requires the ability to be a self-starter and work independently; Ability to work with business, community and public entities; Ability to create, organize and implement community events and activities; Ability to meet expected goals both in fundraising and volunteer management; Experience in working with non-profit organizations and board of directors.

### **REQUIRED ABILITIES / QUALIFICATIONS**

Bachelor's Degree in Communications, Marketing, Public Relations or related field and four years experience in fundraising and development or relevant work experience.

The expected schedule for this position is approximately 40 hours per week.

### **Salary:**

\$45,000 - \$60,000 annually, commensurate with qualifications and experience.  
No medical insurance benefits provided.

### **Executive Director Key Areas of Responsibilities:**

1. Under the strategic direction of the PIE Foundation Board of Directors, coordinate financial resources necessary to accomplish the projects/tasks outlined in this position description.
2. Effectively coordinate the support services contracted with RRISD for the projects listed under "Foundation Projects with District Support."
3. Effectively attain all fundraising goals outlined in this position description through a combination of volunteer efforts and personal fundraising goals.

#### **Foundation Projects with District Support**

- \* Employee Giving Campaign
- \* George Mooney Scholarships
- \* Gala Golf Tournament
- \* Excellence in Education Grants
- \* General Fundraising
- \* Advising the Board Development, Resource Development, Finance and Marketing Committee
- \* Facilitation of Foundation and Committee Meetings

#### **District Projects with Foundation Support**

- \* Principal for a Day
- \* Career Fair
- \* Mentors
- \* The "New" Programs
- \* Teacher of the Year
- \* School Supplies
- \* Building Campus Partnerships
- \* High School Academies
- \* Advising the Student Program and Community Awareness Committee

Project / Event	Task / Goal	Performance Measurement
<b>"Shining Stars" Gala</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Event meets quality expectations</li> <li>Event planning and organization meet expectations.</li> </ul>	Committee and Board consensus is that quality and organization meets or exceeds expectations.
	<ul style="list-style-type: none"> <li>Coordinate and provide direction to RRISD staff assigned to provide administrative service.</li> <li>Event participation meets expectations.</li> </ul>	District leadership confirms organization and use of District staff time meets expectations. 500 individual tickets sold; 50 tables.
	<ul style="list-style-type: none"> <li>Event meets total and net fundraising goals as specified in the 2008 approved budget. This is accomplished through a combination of traditional volunteer fundraising efforts (consistent with the 2007 level) and additional fundraising efforts completed by the Executive Director.</li> </ul>	Gala's total revenue = \$180,000, which includes \$23,000 of new fundraising secured specifically by the Executive Director. Gala's net proceeds = \$135,000.
<b>Golf Tournament</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Event meets quality expectations</li> <li>Event planning and organization meet expectations.</li> </ul>	Committee and Board consensus is that quality and organization meets or exceeds expectations.
	<ul style="list-style-type: none"> <li>Coordinate and provide direction to RRISD staff assigned to provide administrative service.</li> <li>Event participation meets expectations.</li> </ul>	District leadership confirms organization and use of District staff time meets expectations. 144 golfers
	<ul style="list-style-type: none"> <li>Event meets total and net fundraising goals as specified in the 2008 approved budget. This is accomplished through a combination of traditional volunteer fundraising efforts (consistent with the 2007 level) and additional fundraising efforts completed by the Executive Director.</li> </ul>	Golf gross revenue = \$50,000. Golf net proceeds = \$35,000.
<b>Employee Giving Campaign</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Event meets quality expectations</li> <li>Event planning and organization meet expectations.</li> </ul>	Committee and Board consensus is that quality and organization meets or exceeds expectations.
	<ul style="list-style-type: none"> <li>Coordinate and provide direction to RRISD staff assigned to provide administrative service.</li> <li>Event participation meets expectations.</li> </ul>	District leadership confirms organization and use of District staff time meets expectations.
	<ul style="list-style-type: none"> <li>Coordinate volunteer efforts to ensure Board participation at the RRISD employee campaign recognition event. Coordinate and review volunteer committee efforts.</li> </ul>	Minimum of 10 Board members attend employee campaign recognition event.
	<ul style="list-style-type: none"> <li>Event meets total and net fundraising goals as specified in the 2008 approved budget. This is accomplished through a combination of traditional volunteer fundraising efforts (consistent with the 2007 level) and additional fundraising efforts completed by the Executive Director.</li> </ul>	
<b>George Mooney Scholarship</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Event meets quality expectations</li> <li>Event planning and organization meet expectations.</li> </ul>	Committee and Board consensus is that quality and organization meets or exceeds expectations.
	<ul style="list-style-type: none"> <li>Coordinate and provide direction to RRISD staff assigned to provide administrative service.</li> <li>Coordinate volunteer efforts to ensure Board participation at the George Mooney Scholarship awards event(s). Coordinate and review volunteer committee efforts.</li> </ul>	District leadership confirms organization and use of District staff time meets expectations. Scholarship award funds (\$1,000 per high school) are secured. Awards event(s) are coordinated. Minimum of 10 Board members attend George Mooney Scholarship awards event(s).
	<ul style="list-style-type: none"> <li>Event participation meets expectations.</li> </ul>	

<b>Excellence in Education Grants</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Event meets quality expectations</li> <li>Event planning and organization meet expectations.</li> </ul>	Committee and Board consensus is that quality and organization meets or exceeds expectations.
	<ul style="list-style-type: none"> <li>Coordinate and provide direction to RRISD staff assigned to provide administrative service.</li> </ul>	District leadership confirms organization and use of District staff time meets expectations.
	<ul style="list-style-type: none"> <li>Coordinate volunteer and RRISD efforts to ensure successful "Excellence in Education" grant process is achieved.</li> </ul>	Grants are awarded. Event is coordinated. Minimum of 10 Board members attend Excellence in Education event.
	<ul style="list-style-type: none"> <li>Event participation meets expectations.</li> </ul>	
<b>General Fundraising Opportunities</b>	<b>Personally fundraise for the following:</b>	
	<ul style="list-style-type: none"> <li>Ensure funding for the Teacher Excellence Awards (Teacher of the Year) through coordinated fundraising efforts.</li> </ul>	Fundraising for Teacher Excellence Awards meets or exceeds \$2,500.
	<ul style="list-style-type: none"> <li>In cooperation with the PIE Foundation Chairperson, coordinate a successful Board Member giving campaign.</li> </ul>	Board giving campaign meets or exceeds \$10,000.
	<ul style="list-style-type: none"> <li>Coordinate efforts with RRISD staff to ensure United Way funding is received.</li> </ul>	\$4,000 of United Way funds are secured.
	<ul style="list-style-type: none"> <li>Personally fundraise to underwrite the following: Career Fair; New Directions; New Horizons; Principal for a Day; George Mooney Scholarships; STARS program.</li> </ul>	Personally secure \$31,200 of new fundraising, based on direct support of these programs or using other fundraising methods (i.e., general donations, year-end appeal, grants, etc.).
	<ul style="list-style-type: none"> <li>Secure School Supplies fundraising shortfall (\$12,000) through other fundraising methods.</li> </ul>	School Supplies shortfall of \$12,000 is offset through other fundraising.
	<ul style="list-style-type: none"> <li>Ensure funding for School Supplies Distribution</li> </ul>	Fundraising for School Supplies Distribution exceeds \$60,000.
<b>District Projects with Foundation Support</b>	<b>In partnership with the RRISD efforts, provide direct staff support to ensure successful program or event:</b>	
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful Principal for a Day program.</li> </ul>	Participate as requested. Involve volunteers as requested
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure successful high school academy partnerships are achieved.</li> </ul>	High School Academies are paired with business partners
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful RRISD Career Fair</li> </ul>	Participate as requested. Involve volunteers as requested
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful STARS Mentor program.</li> </ul>	An additional 300 mentors is added each year
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful Teacher of the Year event.</li> </ul>	Minimum of 10 Board members attend Teacher of the Year event.
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful School Supplies Distribution event.</li> </ul>	Participate as requested. Involve volunteers and board members as requested.
	<ul style="list-style-type: none"> <li>Provide assistance to RRISD staff to ensure a successful Campus Partnership program.</li> </ul>	Participate as requested. Involve volunteers as requested
<b>Administrative Assistance for Meetings</b>	<b>In cooperation with the assigned Committee Chair and in partnership with the RRISD efforts and contracted services, provide direct staff support to ensure:</b>	
	<ul style="list-style-type: none"> <li>Round Rock ISD support staff will coordinate Foundation monthly meetings and Executive Committee meetings. Support staff will send out agendas, reminders and minutes.</li> </ul>	Information will be shared with district staff, Foundation Board of Directors and Foundation employees
	<ul style="list-style-type: none"> <li>Executive Director will be responsible for scheduling and managing meetings for the following committees: Board Development, Resource Development, Finance and Marketing. In conjunction with the Committee Chair the Executive Director will be responsible for meeting minutes and communicating committee outcomes with the Foundation as a whole.</li> </ul>	Information will be shared with district staff, Foundation Board of Directors

**How to Apply:**

**Resumes until:** 09/30/2008 - Please refer to the job title when applying for this job

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