

Executive Director | ISD 88 Foundation

The ISD 88 Foundation, a 501(c)(3) non-profit organization, seeks a part-time (20 hours per week, flexible schedule) Executive Director to work in partnership with a volunteer board of directors to achieve the foundation's mission to enhance the quality of education in New Ulm Public Schools while creating partnerships between our school, our community, and alumni. The Executive Director is directly involved in fund development, administration, finances, planning, marketing, database management, fundraising, and grant writing. Starting salary \$20/hour. No benefits.

Qualities of the successful candidate:

- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Make public appearances and attend speaking engagements to share information with the community.
- Must embrace the mission, and value an institutional atmosphere of cooperation, relationship building, transparency, and creative problem solving.
- Have experience in successful nonprofit governance, fundraising techniques, management, or similar experience.
- Must possess strong financial, marketing, communication and organizational skills to ensure the expectations of donors, board, and community are met.
- Be highly motivated and self-directed, skilled at organization, multi-tasking, and workload prioritization.
- Combine practical business acumen with creative visionary thinking.
- Possess superior communication skills, including writing, listening, and speaking.
- Have demonstrated success in grant writing and database management.
- Know (or be able to quickly learn) Microsoft Office and QuickBooks.
- High School Diploma and Bachelor's Degree or equivalent experience required.

Duties:

- Prepare board packets and attend monthly board meetings.
- Provide leadership regarding structure, development, planning, budgeting, procedures, and policies.
- Write fundraising materials, make fundraising calls, meet with potential donors, send thank you letters, assist with annual fundraisers and events, and present at speaking engagements.
- Maintain/update donor database.
- Handle public inquiries; retrieve/process voicemail, email, and USPS mail.
- Work with treasurer to develop annual budget; keep finance records; attest, authorize, submit requests for payments.
- Cultivate a collaborative and productive working relationship with board members. Understand and comply with local/state/federal laws, statutes, rules and regulations.
- Design; manage marketing and publicity efforts; make content updates to website, Facebook, and Instagram.
- Update and maintain annual activity calendar and board documents.
- Manage office space, equipment, supplies, and filing/archives.
- Other duties as assigned.

To Apply:

- Apply via Minnesota Council of Nonprofits job board at <https://jobs.minnesotanonprofits.org/job/executive-director-new-ulm-minnesota-33408/hash/4758f5ff5721d3d3e05cc813c34ebcc1>

or

- Send resume and cover letter to:
Tim Knaak, Board President at timk@newulmtel.net or mail to ISD 88 Foundation, PO Box 572, New Ulm, MN 56073