



Rapid City Public School Foundation Executive Director
20 hours/week - Part-Time Position

The Rapid City Public School Foundation (RCPS Foundation) Executive Director is responsible for leadership and management of the Foundation, a 501(c)3 non-profit organization. The Foundation, a school/community partnership, is committed to attracting funds and resources for educational programs and projects not covered in the school system's regular budget.

JOB GOAL: The RCPS Foundation Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

REPORTS TO: RCPS Foundation Board of Trustees

QUALIFICATIONS/REQUIREMENTS:

Bachelor's degree or equivalent experience in business administration, public relations, non-profit management, or related field. Desire previous experience in the education sector as a volunteer or employee. Prefer fundraising experience in a leadership capacity and with successful fundraising initiatives. Experience reporting to and/or working closely with a volunteer board. Excellent oral and written communication skills, proven organizational skills, and time-management skills are a must. Strong computer skills including proficiency in Microsoft Word, Power Point, Excel, and various social media platforms and content management systems. Prefer experience in strategic planning, setting long-range policy, and program planning.

JOB DUTIES:

1. Serve as lead administrator of the RCPS Foundation, maintaining day-to-day operations, facilitating board meetings, growing its donor base, and reporting regularly to the board.
2. Maintain the Foundation's official records and documents and ensure compliance with federal, state and local regulations by maintaining sound financial practices.
3. Manage all financials related to the RCPS Foundation including donations, endowment, designated funds, grant disbursements, etc.
4. Provide support for and assistance to all working committees of the RCPS Foundation Board including Grants Committee, Evening of Excellence Committee, Fundraising Committee, and others.
5. Provide support for all major fundraising and endowment development and expand RCPS Foundation's revenue base while continuing to nurture the engagement of existing partners.
6. Assure the Foundation has a long-range strategic plan that addresses programmatic, organizational, and financial plans.
7. Publicize and promote activities, events, programs, goals and good news of the Foundation in conjunction with RCAS through social media, web page, new releases, newsletters, etc.
8. Implement programs and policies as authorized by the RCPS Foundation Board of Trustees.
9. Promote participation of volunteers in all areas of the organization's work.
10. Establish sound working relationships with community groups and organizations; participate in local, state, and national networking opportunities and support the development of partnerships to promote the development and image of the RCPS Foundation.
11. Act as the primary communication between the RCPS Foundation and school administration; serve as a strong advocate for public education in the Rapid City Area and attend meetings related to operations and development of the RCPS Foundation.

Must be able to pass a background search. Interested Candidates should email a cover letter and resume/vitae to: RCPublicSchoolFoundation@gmail.com. Review of applications will begin immediately and continue until job is filled.



About the Rapid City Public School Foundation

Founded in 1994 with an endowment, the Rapid City Public School Foundation's mission is to enhance and enrich the educational experience of students, to recognize and inspire those who guide student learning, and to increase community support for Pre-K through 12 public education. Each year, the RCPS Foundation supports local teachers and classrooms through its Grant Program, promotes Rapid City Area Schools staff recognition through the Above and Beyond and Teacher of the Year programs, and celebrates the top five percent of academic graduates and the educators who inspire them at the Evening of Excellence ceremony.