

LOCAL EDUCATION ACTIVITIES FOUNDATION (LEAF)

~ Position Description ~

Title: Executive Director

Reports to: Board of Directors

Summary: The Executive Director advises, initiates and implements fundraising activities on behalf of LEAF in order to sustain the mission and operation to provide support for extracurricular activities and academic enrichment opportunities within School District 742. The Executive Director works to advance LEAF's visibility and fundraising capabilities.

This is a half-time, 12-month, salaried (exempt) position.

Essential Duties and Responsibilities:

- Ⓢ Represent LEAF in the public, private-sector and governmental arenas
- Ⓢ Develop and implement fundraising initiatives, including but not limited to:
 - Identifying and pursuing sources of supplementary grant funding
 - Cultivating individual and corporate philanthropy;
 - Planning and coordinating various special events or programs
- Ⓢ Serve as an ex-officio member on Board and all committees; facilitate and implement activities or special events suggested by and/or developed within the committees
- Ⓢ Candidate must be prepared to establish a small office within the budgetary guidelines established by the Board and recommend operational procedures for consideration by the Board. If LEAF is unable to secure office space, candidate may be asked to work from home.
- Ⓢ Recruit and supervise interns and/or volunteers, as required by LEAF's activities
- Ⓢ Prepare Board meeting agendas, in consultation with the Board chair, and ensure their distribution in a timely manner
- Ⓢ Perform other duties as may be required by the Board to position LEAF as a professionally managed and viable fundraising entity community wide.

Job Specifications:

1) Physical abilities needed:

- Must be able to lift and carry 20 pounds or more
- Must be able to work for extended periods of time on a sporadic schedule

2) Knowledge, abilities and skills:

- Familiarity with the St. Cloud – area community
- Working knowledge of grant writing and other fundraising initiatives for non-profit organizations
- Ability to communicate effectively, both in writing and orally
- Must be proficient with a computer and demonstrate experience with Microsoft Office Suite
- Monitor and coordinate updates and timelines on the LEAF web site
- Fiscal skills: Ability to work within established budgetary limitations and guidelines
- Public-relations skills; Ability to work with a variety of constituents, including but not limited to School District 742 personnel, K-12 students, families / guardians, potential donors and the public at large
- Organizational skills: Ability to carry several projects forward simultaneously
- Maintain organization records and perform necessary and related clerical duties
- Supervisory skills; Ability to train and oversee a variety of individuals with varying degrees of experience
- Problem-solving skills: Ability to deal with unforeseen circumstances in a decisive yet friendly manner
- Valid Minnesota driver's license; ability to furnish own means of transportation, with \$100,000 / \$300,000 liability limits for bodily injury, underinsured and uninsured motorists

3) Education:

College degree or equivalent professional experience required

4) Experience:

- At least two years of demonstrated success in similar non-profit fundraising endeavors preferred.
- Previous experience working with a variety of “local” community-based organizations and/or individuals preferred.