



Grand Haven Schools Foundation

P.O. Box 272 • Grand Haven, MI 49417

(616) 850-5066 www.ghsf.org

Job Title: Executive Director
Part-time position
Salary commensurate with experience
Application Deadline:

Organization

The Grand Haven Schools Foundation (GHSF) is a non-profit organization dedicated to providing Tri-Cities preschool – 4th grade students with critical early learning opportunities. Through preschool scholarships and support of GHAPS curriculum and programming, GHSF helps ensure early success for all children, regardless of economic background.

The Grand Haven Schools Foundation Endowment Fund is held at the Grand Haven Area Community Foundation. GHSF also maintains an immediate needs fund.

Position Overview

This position requires exceptional drive and passion, an ability to develop and implement fundraising strategies, and the ability to direct the day-to-day operations of a growing, dynamic organization. Reporting to the board of directors, the executive director will have strategic and operational responsibility for the execution of GHSF's mission. The executive director will initially develop an extensive understanding of program services, operations, and finances. Various administrative duties will also be performed.

Responsibilities

Leadership:

- Ensure ongoing excellence in operations and grant-making and consistent quality of fundraising, communications, and finance and administration.
- Recommend timelines and resources needed to achieve strategic goals.
- Actively engage board members/committees, alumni, partnering organizations, and community.
- Help to develop, maintain, and support a strong board of directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction.
- Meet regularly with GHAPS staff to ensure open communication and proactive grant strategies and administration.

Fundraising and Communications:

- Expand revenue-generating and fundraising activities to support programs and operations.
- Develop content for newsletters, speaking engagements, and promotional materials.
- Develop and send eNewsletters to support events and share news at least twice per year.
- Deepen and refine all aspects of communications -- from newsletter to web presence and social media to external relations with the goal of creating a stronger brand and enhancing and expanding GHSF's donor relationships.
- Use external presence and relationships to garner new opportunities.
- Plan and facilitate events for the benefit of GHSF, including Art at the Yard and the Hall of Fame (every three years).

Administrative:

- Ensure the donor database, email database, and newsletter contact lists are kept up-to-date.
- Pick up mail at least 3 times/week and process donations, respond to questions, and forward bills to GSHF's outside accountant for payment.
- Prepare donation receipts for all gifts and enter donation information into the donor database.
- Ensure that the outside accountant performs monthly bookkeeping tasks and prepares board-level financial statements and reports.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Work with the outside CPA to ensure tax filings are prepared accurately and on schedule.

Qualifications

The executive director will be thoroughly committed to the mission of the GHSF. A college degree is required. All candidates should have proven leadership and relationship management experience.

Concrete demonstrable experience and other qualifications include:

- Excellent written and verbal communication skills.
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Strong fundraising, marketing, and public relations experience with the ability to engage a wide range of stakeholders. Event planning experience is a plus.
- Strong computer skills. Experience with a donor database is a plus.
- Excellence in organizational management with the ability to set and achieve strategic objectives and manage a budget. An understanding of finance and accounting is important.
- Past success working with a board of directors and the ability to cultivate board member relationships.

Please send cover letter and resume by email to: employment@ghsf.org or by mail to: GHSF • PO Box 272 • Grand Haven, MI 49417