



The Schools Foundation “TSF” in Madison County, Alabama, a well-established education foundation benefiting the three local school systems, seeks an experienced, entrepreneurial professional to lead the organization into the future. We work to create higher expectations and widespread community support, leading to world-class performance of principals, teachers and students.

In the role of Executive Director, you will have a direct impact on bridging the gap between business and education needs while supporting more than 50,000 students.

No two days in this role are exactly the same. The Executive Director role balances responsibilities spanning TSF programs, school visits, fundraising solicitations and media calls to the occasional weekend or evening responsibilities. TSF is a collaborative partner to the school systems and other education support organizations like the Chamber of Commerce and The Community Foundation and staff time is critical to maintaining those partnerships. Good days include witnessing our schools - students and teachers raised up in the community.

To thrive in this role, you will need to use your excellent communication skills in a variety of ways to be an effective voice for the program’s mission with constituencies. You’ll have to be open and excited to collaborate with board members, each of our school districts we support, and with the community to execute strategic initiatives that support our mission. Success means leveraging great time management skills and organizational abilities because at any given time you could be overseeing multiple projects and various deadlines while maintaining a politically astute leadership style.

Here’s what you can expect on a typical day as the Executive Director of TSF:

- Strategy. You will regularly provide strategic and tactical direction for the organization.
- Financial oversight. You will oversee the financial health and growth of the organization. This will include ensuring accountability and controls are in place. Fundraising is a critical component of the work of the executive director, board and staff. Manage TSF staff.
- Programming. Quality programming is key and you will be responsible for vetting and building quality content that supports our k12 education systems for events such as Principally Speaking Network. The Principally Speaking Network brings together school leaders for a day of professional development assisting participants in increasing student achievement through more effective leadership practices.
- Communication. Write newsletter and social media items to keep the community engaged in our work. Solicit testimonial letters for publication and social media Regularly meet with TSF staff. Coordinate board meetings and calendars. Develop and deliver annual reports.
- Engagement. You will regularly engage with community and school leaders while also supporting the board of directors, interacting with your board, and recruiting/managing TSF staff and volunteers.

You will love working here because this work matters. The saying “schools cannot do it alone” is why we exist. You see strong communities when people rally to support schools.

**Status: Full-time.** Flexible work schedules are available, and you will be given the opportunity to determine your schedule based on the needs of your workload, with the approval of the Board. Hours and days will vary based on Foundation events. While some work is currently being conducted virtually due to COVID-19, this role is expected to have multiple on-site responsibilities.

Send resumes to [info@theschoolsfoundation.org](mailto:info@theschoolsfoundation.org)