Hammond Education Foundation

Director Position

Date: July 27, 2020
Position: Director
Location: Foundation Office
41 Williams Street
Hammond, IN 46324
Job Status: Part-time

The Hammond Education Foundation (HEF) is a 501(c)(3) not-for-profit organization established in 1983 to advance educational excellence within the School City of Hammond. The Foundation supports extraordinary learning experiences that help Hammond students to succeed. The Foundation has generated over $1 million to enrich learning through innovative teaching initiatives and post-secondary scholarships.

The Foundation is seeking a highly motivated, organized and personable individual for the position of Director. This person must have initiative, energy and dependability around a diverse range for fundraising and administrative tasks, including being the public face of the Foundation.

The Director will perform the following duties under the supervision of the Board of Directors:

**Administrative Responsibilities:**

- Coordinate and assist with all HEF committees including Executive, Governance, Finance, Programming, Marketing, Blueprint Program, Grants, Scholarships and Special Events.
- Maintain complete and accurate donor data, including potential donors, all donations and donor acknowledgements
- Maintain HEF office in accordance with by-laws and develop appropriate procedures to handle day-to-day functions, foundation processes and business using standard operating procedures
- Supervise employees and volunteers (if applicable)
- Responsible for over $500,000 in assets

**Fundraising Responsibilities:**

- Cultivate and steward donors through relationship building, recognition, and donor events
- Seek and implement strategies, major gifts, and other initiatives for building the Foundation’s Endowment through planned giving, monthly, yearly and or estate giving
- Coordinate all fundraising activities, including preparing materials, marketing, and handling and recording receipt of funds
- Manage all Grants and Scholarship

**Financial Management and Legal Compliance**

- Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices as specified by Board approved Accounting Agency.
- Works with the Finance Committee and the Board in preparing a budget and sees that the organization operates within budget guidelines.
- Follows all Board approved financial policies and procedures.
- Maintain and properly achieve official records, Board “Minutes” and documents, to ensure compliance with federal, state and local regulations and reporting requirements (such as annual tax returns; payroll withholding and reporting, and also monthly and annual financial reports, etc.)
Attributes and Skills

- Passionate about the School City of Hammond
- Demonstrated leadership and management skills
- Proficient with Word, EXCEL and PowerPoint are required
- Knowledge of Adobe and Publisher a plus
- Ability to multi-task, take initiative, work independently and problem solve
- Enthusiastic, Dynamic, flexible, organized and collaborative
- Skilled in verbal (public speaking) and written communication skills; and
- Discretion in dealing with donors and gift solicitations

Education or Equivalent Job Experience:

- Bachelor’s degree, preferably in business, marketing, public education, or non-for-profit management
- 3 to 5 years’ experience in a non-for-profit organization with similar objectives

Preferred Experience:

- Experience working in an educational environment
- Experience with QuickBooks
- Marketing and/or event planning experience
- Experience in project management
- Demonstrated and measurable success in fundraising
- Knowledge of the Hammond Indiana and NWI community

Contact:

Send cover letter addressing qualifications for the position, two references with contact information, salary requirements and resume by August 14, 2020 to:

Hammond Education Foundation
41 Williams Street
Hammond, IN 46324
Attn: HEF Board President

Or email: roxlugo@comcast.net