



EDUCATIONAL ENRICHMENT FOUNDATION EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

The board of directors seeks a dynamic and visionary professional to serve as Executive Director and provide leadership and management for the Educational Enrichment Foundation (EEF), a nonprofit 501C(3) organization serving the Tucson community by providing resources to expand and enrich student learning in the Tucson Unified School District (TUSD).

The Executive Director reports to the board of directors and is responsible for all aspects of running a successful enterprise including: day-to-day operations and management; fundraising and financial management; event planning and execution; public relations and communications; and strategic planning and leadership with a focus on impact.

About EEF:

EEF is an independent 501c3 organization founded by Tucson's community and business leaders in order to support the students and teachers within TUSD.

Established in 1983, EEF is the oldest foundation of its kind in Arizona and serves the more than 47,000 students of TUSD. Through its grants, scholarships, professional development programs, and community activities, EEF actively provides enhanced and enriched learning resources for TUSD students, teachers, and schools; advocates for educational excellence for all children; and ensures access to educational enrichment opportunities within TUSD for financially in-need students.

EEF programs are supported by corporate and non-profit grants, payroll deductions made by hundreds of dedicated TUSD employees, and contributions from the general public. We are best known for providing basic needs for TUSD students like shoes, eyeglasses, hygiene products, and winter coats; awarding classroom grants to teachers and scholarships to high school seniors; and hosting signature fundraising events like the annual Spelling Bee and Ray Davies Luncheon.

EEF is a team of staff members, a dedicated board of directors, and countless volunteers and teachers who make our programs and impact possible.

Duties and Responsibilities:

- Serve as the chief representative of EEF in the community as an advocate for students and education with all stakeholders at community and school district events. A flexible work schedule is required, with occasional evening and weekend work commitments.

- Lead the development and execution of short and long term organizational goals and activities in support of the mission and vision of EEF.
- Build and execute an annual fundraising plan and actively identify, cultivate, solicit, and steward donors and potential donors. The Executive Director is the primary fundraiser for EEF.
- Supervise and develop all staff members and work closely with the board of directors to provide leadership for the organization.
- Assess and determine the needs of the organization and the community and present timely reports and recommendations to the board for execution.
- Manage organization's finances, oversee investments and endowment funds in conjunction with the finance committee.
- Oversee creation and publication of annual report, newsletter, brochures, press releases, social media engagement, and media presentations.

Qualities and Characteristics:

- A visionary leader with a passion for our mission and an understanding of the history and role of EEF.
- A confident and creative fundraiser who is ready to engage our broad and diverse community of financial supporters.
- An effective communicator with strong writing skills and the ability to manage and prioritize multiple complex priorities simultaneously.
- An organized and creative problem solver.
- A relationship builder who can develop and nurture partnerships with TUSD, community agencies, schools, foundations, teachers, donors, board members, and other community leaders.
- A humble collaborator that is able to work closely with the board to best guide EEF.
- A confident manager of people, programs, and projects with the ability to plan and delegate effectively.
- A self-driven individual who is comfortable with minimal supervision and direction day-to-day.
- A passionate advocate who understands the needs of TUSD students and the role of education within our community.
- A dynamic professional who exhibits and creates a healthy work environment based upon integrity, kindness, understanding, responsibility, and honesty.

Desired Qualifications:

- Bachelor's degree preferred but not required.
- 7 years of professional experience in the nonprofit sector, or in a relevant area.
- Experience as a manager and working with a board of directors.
- Proven track record in grant writing, fundraising, donor cultivation, and event planning.
- Success developing and managing budgets and a strong understanding of reading and interpreting financial statements.
- Strong ties to the Tucson community desired but not required.

- Committed to education and student success.

Hiring Salary Range: \$60,000-70,000 depending on experience.

EEF is an equal opportunity employer. EEF conducts pre-employment screenings for all positions, which includes a criminal background check, verification of academic credentials, licenses, certifications, and work history. In addition, a check of names and identification documents is conducted on all new employees to ensure they are legally authorized to work in the United States.

Position open until filled, resumes will be reviewed beginning on March 9, 2020.

Interested candidates may email a cover letter, resume, and three professional references addressed to EEF Board President Xavier Walker at eefpeoplesearch@gmail.com.