



**Methacton Education Foundation**  
**Executive Director/Chief Development Officer Job Description**

**The Methacton Education Foundation**, (MEF) is an independent, 501(c)(3) nonprofit based upon the philosophy that public education can be endowed through a broad-based system of community support, thus providing another avenue for enhancing and augmenting educational opportunities in the Methacton School District. The overall mission of the organization is to provide supplemental funding for innovative educational programs and initiatives to enrich student learning with the intent to inspire excellence and innovation in the Methacton School District.

**Position Summary:** The Executive Director/Chief Development Officer (ED/CDO) is responsible for leading the operations and management of MEF, including specifically its fundraising efforts, and reports to the Board of Directors through the supervision of the Board President and Executive Committee (EC). The ED/CDO has overall strategic and operational responsibility for executing the mission of MEF in collaboration with the MEF Board of Directors. This can be either a full-time or part-time position with some evening and weekend work required.

**RESPONSIBILITIES AND DUTIES:**

**Fundraising and Resource Development:**

- Coordinates and executes a comprehensive strategy of fundraising in conjunction with MEF Board and Committees.
- Researches, identifies, and contacts potential sources of funding, including Methacton alumni, private foundations, corporations, local businesses, and individuals with a focus on identifying opportunities for larger gifts and planned giving possibilities.
- Expands partnerships that will lead to sustainable, diversified funding streams and significant philanthropic investments in MEF's future.
- Partners with Fund Development committee on existing fundraising efforts and in developing ideas for future fundraising opportunities.
- Writes grant proposals in collaboration with Fund Development committee.
- Works with administrative assistant to maintain and update donor databases as well as to maintain accurate records of all fundraising activities.

**Organizational Leadership:**

- Ensures that all MEF activities are consistent with its long-term goals and mission.
- Develops outside partnerships as needed to enhance MEF strategies and tactics.
- Works closely with the Treasurer and appropriate Committee Chairs to oversee all the finances related to the MEF.
- Effectively uses MEF's office and software systems to support development projects and program operations, including MEF's fundraising database
- Collaborates with Board members, volunteers, staff, and others to uphold a supportive culture that inspires active participation and clear, open communication.
- Works with the EC and Board members on the organization's annual and long-term plans regarding MEF's goals.

- Attends Board meetings and prepares reports as requested by the EC.
- Supports and oversees MEF marketing and communication strategies/activities.
- Ensures employee/volunteer and business practices comply with regulatory and legal requirements and MEF policies.

#### **Community Engagement:**

- Works closely with MEF committees to actively promote public awareness of, and engagement with, MEF.
- Monitors all matters related to public education and funding approaches in collaboration with the EC and President.
- Acts as a key MEF spokesperson, articulating the vision in a motivational way.
- Builds a broad range of relationships to support and enhance awareness of MEF and its mission.

#### **Volunteer Management:**

- Identifies, recruits, trains, and energizes a talented team of volunteers to carry out the mission of MEF.
- Cultivates a welcoming and positive environment that inspires teamwork, accountability, and quality performance.
- Ensures fair and consistent human resource practices and seeks to implement systems and practices that encourage staff and volunteer retention.

#### **Qualifications:**

- Bachelor's Degree
- Minimum of 5 years' professional fundraising experience
- Competent and charismatic, visionary leader skilled in building relationships with potential funders and community partners
- Outstanding communication and interpersonal skills, including grant writing and public speaking
- Proven abilities and experience in fiscal management, budget creation, and problem solving
- Ability to maximize fundraising CRM software for revenue growth (MEF uses Bloomerang)
- High standard of integrity and ethics
- Strong commitment to the mission of MEF (knowledge of the Methacton School District and the local community is a plus)
- Understanding of, and interest in, public education is a plus

#### **Application Process:**

Please send your resume, salary requirements, and professional references, with cover letter to [info@methactonfoundation.org](mailto:info@methactonfoundation.org).

*It is the policy of the Foundation to not discriminate and to provide an equal opportunity for all regardless of race, color, age, creed, religion, sex, gender, genetic information, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.*

[www.methactonfoundation.org](http://www.methactonfoundation.org)