



JOB OPENING: EXECUTIVE DIRECTOR

The Lynchburg City Schools Education Foundation (LEF) is a non-profit organization that works to support the Lynchburg City Schools, bringing additional resources to the school division to benefit students and teachers.

POSTING DATE: September 1, 2022

CLOSING DATE: Position will remain open until filled; initial review of candidates is tentatively scheduled to begin on September 15, 2022.

POSITION: Executive Director for the Lynchburg City Schools Education Foundation

JOB DESCRIPTION: The LEF Executive Director leads and administers the Foundation's programs and services; oversees core fundraising efforts; is responsible for the financial management and compliance of the organization; performs managerial and supervisory duties of Foundation staff; and works with the LEF Board to develop, implement, and monitor the organization's strategic plan.

DUTIES AND RESPONSIBILITIES:

- In conjunction with the Board, oversees the development and execution of the Foundation's strategic plan.
- Plans, executes and evaluates programs approved by the Board and implements other Board objectives and decisions.
- Plans, attends, and documents all Board meetings.
- Develops and monitors annual budget.
- Works collaboratively with LCS administration to implement programs and initiatives.
- Leads and manages all fundraising activities for the Foundation including grant writing and donation solicitations from individuals, businesses, and institutions.
- Coordinates Foundation public relations and marketing efforts; educates LCS and community stakeholders about Foundation's programs and initiatives.
- Supervises day-to-day administrative activities and staff.
- Ensures Foundation complies with all applicable laws and regulations.

Mission Statement

Advancing excellence and equity in the Lynchburg City Schools through advocacy and educational funding.

JOB QUALIFICATIONS: Bachelor's degree preferred.
Fundraising experience is preferred.
Excellent organizational skills and careful attention to detail.
Non-profit leadership and experience working with a volunteer board preferred.
Outstanding written, oral, and interpersonal communication skills.
Ability to work both independently and collaboratively.

EMPLOYMENT INFORMATION: This is a year round, salaried position with the Lynchburg City Schools Education Foundation (LEF), reporting to the LEF Board of Directors.

The projected salary range is competitive. The hours and compensation package are negotiable, based on candidate experience and availability.

HOW TO APPLY: Send your cover letter, resume, and salary expectations to:

Lynchburg City Schools Education Foundation Search Committee
c/o Julie Doyle, LEF Board Chair
P.O. Box 3516
Lynchburg, VA 24503

Email:
LEF2022Search@gmail.com

The Lynchburg City Schools Education Foundation, Inc. is an Equal Opportunity Employer.

Approval Date: 29AUG2022
Approved By: LEF Executive Director Search Committee