

## **Job Description**

### **Position Title: Executive Director**

#### **Job Description:**

The Executive Director will be responsible for the management of the Foundation under the direction of the Board of Directors in all capacities including:

- Process payment of scholarship funds and provide a report of scholarship payments/activity to the President of the Foundation and Scholarship Chairman as needed.
- Generate funds for the programs.
- Ensure visibility and viability of the Foundation as outlined in the Foundation's mission and strategic plan.
- Reports to the President of the Board.

#### **Tasks and Job Responsibilities:**

- Responsible for communicating with Board of Directors on all activities of the Foundation.
- Executive Director serves as the spokesperson for the Foundation, representing the Foundation at the community events and with all constituents (donors, scholars, and partners).
- Executive Director shall make every attempt to attend all committee meetings.
- Develop relationships as a liaison to the community with Directors for communication and fund development.
- Work with the Board of Directors to identify, coordinate and oversee fundraising activities (solicit donor prospects, sponsors).
- Manage all services and activities to ensure that all organization objectives are met in a timely fashion.
- ED is responsible for managing QuickBooks: paying bills, generating invoices, making deposits, creating budgets, etc.
- Grant writing and maintain active database of grant opportunities with appropriate funding cycles available, submitting grant reports as required.
- Maintain accurate and current records, database, and fund developments for reporting to the Board of Directors monthly.
- Work with accountant to provide materials needed for year-end financials, filing tax documents, and annual report.
- Work with Board of Directors to develop an annual management and fund development plan and a five-year strategic plan.
- Serve as Manager of the office, conduct business with donors, faculty and staff in a professional and confidential manner. Supervise all support staff. Hire and dismiss all support staff keeping the President and Executive Committee apprised of personnel situations.
- Report directly to the President on office activity, vacation time, sick days, etc. to ensure communication and representation in the day-to-day office management.

**Minimum Qualifications:**

- BA or BS in Business Administration, Public Administration or related field
- Three years management experience
- One to two years' experience in fundraising and event planning
- Experience in grant writing
- The successful candidate must submit to and pass a background check and drug test as a condition of hire.
- MANAGEMENT 36 months FUNDRAISING 18 months EVENT PLANNING 18 months GRANT WRITING 18 months

**Preferred Qualifications**

- Master's Degree in Business Management, Public Administration or related field
- Five years management experience with three to five years' experience in fundraising at the corporate level
- 3-years' experience in grant writing

**Personal Skills Required:**

- Must have ability to work independently and handle multiple tasks
- Strong communication skills (writing and verbal)
- Strong management skills
- Understanding of accounting and budgeting reports
- Grant writing experience
- Successful planning and execution of events
- Ability to meet deadlines
- Ability to adapt to changes
- Proficient in MS Office and Excel, QuickBooks  
Online scholarship database system
- Adobe Design and Web Premium CS6 (preferred)
- Must have a reliable mode of transportation

Salary Range: Starts at \$45,000

Shift: Full Time, Day, night, and weekends required as needed

Job Site: Pueblo, CO

Benefits: 15 hours of vacation per month, 10 hours of sick leave per month, \$50 monthly stipend for cellphone bill for PHEF **business**