

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Executive Director, VISD Education Foundation		Superintendent’s Office	Education Foundation Board of Directors and Superintendent	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Administration- Business	2	Refer to annual VISD Employee Compensation Plan	Exempt	July 2024

Primary Purpose:

Provide leadership for the VISD Education Foundation in pursuing the mission, implementing Foundation programs and maintaining its financial health.

Develops and administers programs and activities to support the School District.

Qualification Guidelines:

Education/Certification:

Bachelor's Degree

Experience:

Non-Profit Organization (preferred)

Special Knowledge/Skills/Abilities:

Proven history of meeting or exceeding fundraising goals

Proven leadership skills

Demonstrated ability to work with business, community and public entities

Demonstrated strong organizational skills

Knowledge of public education or school district organization

Knowledge of volunteer management techniques

Supervisory Responsibilities:

Education Foundation Clerk

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; some districtwide travel; occasional statewide travel and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Major Responsibilities and Duties:

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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Leadership/Board Development

1. Ensures the development, implementation and review of the Organization's Strategic Plan and Annual Action plans are current.
2. Demonstrates ability to maintain emotional stability in dealing with the requirements of the job.
3. Informs the Education Foundation Board of important/urgent issues, needs, operations and correspondence in a timely manner.
4. Ensures the agenda and supporting materials for board meetings are provided to board members accurately and timely.
5. Establishes and maintains a sound positive business working relationship with the Board.
6. Cooperates with the VISD staff and the Board in the development and implementation of annual plans and long-range plans designed to achieve the VISD Foundation's Goals.
7. Frames, analyzes and resolves problems using appropriate problem-solving techniques and decision-making skills.
8. Assumes leadership in the development and management of fundraising strategies as agreed by the Board.
9. Provides leadership in planning, coordinating, and implementing Foundation programs and Events.

Budget and Operation

10. Prepares and/or oversees budget preparation and amendments in collaboration with the Treasurer.
11. Actively participates in professional association activities as appropriate.
12. Ensures funds are expended in accordance with the approved budget, applicable guidelines, laws, and policies.
13. Monitors and keeps the Board informed on the financial condition of the Foundation.
14. Actively seeks and secures grants, donations, and contributions to achieve Foundation Goals.
15. Maximizes the use of grants, donations, and contributions.
16. Maintains official records and documents in compliance with applicable Federal and State laws, local regulations, and board policies.
17. Organizes resources, personnel, and facilities for the effective implementation of the VISD Education Foundation goals.
18. Establishes and supports a work environment that promotes teamwork, high expectation and continuous improvement.

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Partnerships

19. Ensures collaboration with the VISD on Foundation activities.
20. Serves as the chief spokesperson for the Foundation, articulates and communicates the value of the Foundation in supporting education for students in the VISD, and promotes community support for the Foundation.
21. Establishes and maintains a sound cooperative working relationship with the community, community groups, organizations and VISD Staff.
22. Meets with or otherwise communicates with sponsors, potential sponsors, donors, and potential donors.
23. Performs other duties as assigned.

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