

**The Lion Foundation
Executive Director Position Description**

Position Title:	Executive Director, The Lion Foundation
Time:	30 hours per week (<i>Based on performance and budget availability, position could grow to full-time.</i>)
Reports to:	Foundation President, Executive Committee and the Board of Directors.
Direct Reports:	2 part-time staff members
Position Goal:	To oversee the management and operation of the Foundation and to assist in the achievement of a superior public education system for all children enrolled in the Camp Hill School District.
Headquarters:	Eisenhower Elementary, Camp Hill, PA. (<i>Not all work will be performed in office location.</i>)
Benefits:	Health care benefits are not included
Salary:	The employee in this position is FLSA exempt and will be paid on a fixed salary basis. Salary Range \$35,000-\$45,000. (<i>If position becomes full-time, salary could increase commensurate with skills and experience, based on budget availability.</i>)

Essential functions:

Fundraising:

- Possesses a strong fundraising background to direct a comprehensive, consistent, and integrated fundraising program both within the immediate community and with those outside the community supportive of The Lion Foundation's mission.
 - In light of recent events, the executive director should also be flexible and innovative in order to meet unexpected challenges.
- Develops and implements strategies to bring appropriate outside resources to The Lion Foundation.
- Cultivates new donor relationships and retains existing ones.
- Identifies needs of schools for long- and short-term fundraising efforts of the Foundation.

- Directs all fundraising activities, such as:
 - Develops and implements budget and fundraising goals, in conjunction with the Board, for the Annual Giving Campaign.
 - Assists the Special Events Committees in managing all aspects of annual special events.
 - Identifies grant possibilities in collaboration with Board Leadership and submits grant requests and the necessary reports to private foundations and state/federal agencies when needed.
 - Assists the Fundraising Committee in identifying and soliciting individual and corporate prospects including Major Gifts.
- Possesses an understanding of the regulatory environment to oversee the application, renewal and solicitation processes related to the Educational Improvement Tax Credit (EITC) Program.
- Initiates new sources of funding and participates in making individual and joint presentations to acquire donations/gifts.
- Evaluates existing donor outreach and develops new and existing donor programs for Board consideration and approval.
- Communicates significant developments and trends in philanthropy and education foundations.
- Promotes Planned Giving program.
- Oversees application and implementation of all restricted donations.
- Approaches all aspects of fundraising, and management of the Foundation, with integrity, fiscal stewardship and ethics.

Community Relations:

- Builds relationships throughout the community with current and prospective donors, volunteers, businesses, borough staff, and borough residents to obtain an understanding of donor behaviors and attitudes and ultimately increase donations.
- Establishes environment of supportive collaboration and keeps open lines of communication with CHSD Superintendent, School Board, Administrators, Teachers, and Lion Foundation Board to identify areas of need and how to address them.
- Develops and maintains close communication with community organizations for partnership opportunities.
- Represents The Lion Foundation throughout the community, attending foundation and community social functions.
- Works closely with the Fundraising Committee and the Marketing Committee in developing and producing communications (brochures, marketing materials, press releases, social media posts, web sites, etc.) to educate the community about the mission of the organization as well as particular social events and services.
- Possesses a solid understanding of social media to better write for the various platforms. Also writes articles for the Foundation newsletter.

- Serves as a resource to the Alumni Committee and alumni development.

Administration:

- Provides leadership and direction for the organization overall on a day-to-day basis.
- Works with the Board of Directors and appropriate committees to meet all aspects of the annual budget.
- Works closely with School District, Foundation staff and Foundation committees in managing all programs and services of the Foundation.
- Works closely with staff and Board to create and maintain office systems to support all development projects and program operations.
- Supervises and evaluates Foundation staff and hiring of new staff.
- Works with the Treasurer and Finance Committee Chair to review and monitor financial reports and monthly financial statements in order to develop both the annual budget and the necessary reports and data for the annual audit.
- Oversees the management and coordination of cash reserves and investment funds with the Finance Chair and Treasurer.
- Oversees Grant Allocation process and participates in analyzing, selecting, and reporting on The Lion Foundation's funded school programs to ensure that funding aligns with the needs of Camp Hill schools and students.
- In collaboration with the Board, coordinates management of financial and administrative procedures to maintain fiscally sound programs and accounting systems.
- Represents the Foundation on the Pollock Advisory Committee and oversees the annual disbursement and management of Pollock funds by both the Finance Committee and the CHSD.
- Oversees the Siebert Endowment, annual reporting and management of the naming and ad sponsorship program at Siebert in coordination with the Athletic Director, CH Business Manager, Borough Manager and LF Finance Committee.
- Oversees management of The Lion Foundation Endowment by the Finance Committee.
- Helps ensure that appropriate organizational policies and procedures are in place and in keeping with national standards.
- Ensures office is manned during scheduled hours and that emails/phone calls are returned within 48 hours.

Board of Directors Relations:

- Helps define annual priorities and fosters teamwork among board members, volunteer leaders and school district staff to support and fundraise on behalf of the Foundation.
- Works with the President and Board to develop and monitor the organization's annual plan and long-term strategic plans.

- Facilitates goal and objective setting process (to include budgets, organizations and financial plans) with the Board.
- Attends board meetings as a non-voting member, and attends committee meetings as needed.
- Helps to identify potential new board members and committee volunteers.
- Prepares a report of Foundation activities for Board Meetings.
- Develops systems to train and educate Board members to be supportive and active representatives of the Foundation in coordination with the Nominating Chair.

Desired Qualifications:

- **Education**
 - Bachelor's Degree
- **Experience**
 - Minimum 3 years non-profit leadership and management experience
 - Demonstrated and consistent fundraising success
 - Experience in planning and executing large events, programs, and/or projects
 - Experience in building strong ties with the community
 - Minimum 3 years budgeting and financial management experience
- **Skills and Abilities**
 - Strong supervisory and leadership skills with the ability to develop and communicate the organization's mission and vision
 - Ability to establish and maintain effective working relationships with staff, schools, and community stakeholders
 - Ability to multi-task and successfully manage competing priorities
 - Excellent verbal, written, and listening communication skills
 - Strong analytical and problem-solving skills
 - Excellent organizational skills and attention to detail
 - Proficient with Microsoft Office or related software; database management, website management; social media platforms
 - Shares the core values of the Camp Hill School District and The Lion Foundation
 - Innovative and creative
 - Ability to pivot based on changing climate or organizational needs
 - Demonstrates good judgement and ethical behavior

How to apply:

- **Submit a cover letter and resume to thelionfoundationch@gmail.com no later than February 7, 2021.**

Mission Statement:

The Lion Foundation's mission is to provide, direct and subsidize funding for the realization of academic, cultural and athletic programs for the enjoyment, enrichment and enhancement of Camp Hill School District students and the residents of the Borough of Camp Hill.