

## **Franklin Township Education Foundation - Chief Development Officer (CDO)**

**Description:** The Franklin Township Education Foundation (FTEF) is a not for profit 501(c)(3) which promotes educational excellence and innovation in all the public schools of the Franklin Township Community School Corporation. FTEF is seeking a Chief Development Officer. The position is part-time; 20 hours a week is standard, however additional hours may be needed during FTEF community events in order to complete all tasks. This position reports directly to the Franklin Township Education Foundation Board of Directors.

The position includes the following responsibilities:

**Marketing:** Serve as resource for FTCSC teachers and staff by maintaining a regular physical office presence. Create a uniform marketing campaign to promote the FTEF mission including but not limited to: writing press releases and/or newsletters, maintaining a social media presence, overseeing FTEF website and creating marketing materials (brochures, fact sheets, videos and merchandise).

**Funded Grant Support:** Support FTEF Grant Committee during review and approval process. Oversee grant announcements and fulfillment. Serve as the liaison between the FTEF Board of Directors and the 11-22-33 Graduation Coach at Franklin Central High School.

**Donor/Sponsor Management:** Identify and develop new and existing relationships with donors/sponsors. Manage the donor management system. Identify mutually beneficial partnerships to promote the FTEF mission.

**Event Planning:** Lead the planning and execution of all FTEF fundraising events including but not limited to: coordinating volunteers, collaborating with the Event Planning Committee and working with vendors. Develop sponsorship packages. Serve as the primary contact person before, during and after the event.

**Board Governance:** Prepare conference room for monthly Board meeting and facilitate refreshments. Support Board members and committees. Attend relevant professional seminars and meetings. Act as a liaison between the Board and the FTCSC by communicating with teachers, principals and the Superintendent to attend monthly meetings as needed. Collaborate with FTEF COO to implement Board of Director's priorities.

**External Grants:** Identify and apply for external grants to fund the mission of FTEF.

**Community Relations:** Participate in relevant Franklin Township community events and promote general community awareness of FTEF.

**Position Qualifications:** A Bachelor's degree or comparable experience is preferred. Experience in fundraising and non-profit management is preferred. Experience with Microsoft Office, Facebook, Twitter, Instagram and/or other related donor database software is required. Must be able to work collaboratively and manage multiple projects at one time and work jointly with the COO to fulfill FTEF initiatives.

Salary range \$20,000-\$25,000 commensurate with experience.

**Applications must include resumes, please submit to: [bfengya@comcast.net](mailto:bfengya@comcast.net)**

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