



Job Title: Executive Director - Indian Creek Education Foundation (Part-Time, Contracted)

About Indian Creek Education Foundation:

The Indian Creek Education Foundation (ICEF) is a non-profit organization dedicated to supporting and enhancing the educational experience for students within the Indian Creek School District. Committed to fostering academic excellence, innovation, and community engagement, ICEF plays a crucial role in providing resources and opportunities that go beyond the standard curriculum.

Position Overview:

ICEF is seeking a dynamic and experienced individual to fill the role of Executive Director on a part-time, contracted basis, that will report to the Board of Directors. The primary responsibility of the Executive Director will be to lead and execute fundraising initiatives, ensuring the continued growth and sustainability of the foundation.

Responsibilities:

1. Fundraising, Strategy and Implementation:
 - Develop and execute comprehensive fundraising strategies aligned with the foundation's mission and goals.
 - Identify, cultivate, and steward relationships with potential and current donors, sponsors, and partners.
 - Plan and coordinate fundraising events, campaigns, and initiatives.
2. Grant Writing and Proposals:
 - Research and identify grant opportunities that align with ICEF's mission.
 - Prepare and submit grant applications, proposals, and reports.
 - Ensure compliance with grant requirements and reporting deadlines.
3. Community Engagement:
 - Build and maintain strong relationships with the local community, businesses, and stakeholders.
 - Represent ICEF at community events, meetings, and conferences to promote awareness and support.
4. Financial Management:
 - Work closely with the Board of Directors to establish and manage the foundation's budget.
 - Track and report financial performance to the Board regularly.
 - Manage and maintain donor database.
5. Communications and Marketing:
 - Develop and implement communication strategies to effectively convey ICEF's mission and impact.
 - Utilize various channels, including social media and newsletters, to engage donors and the community.
6. Governance, Policies and Procedures:
 - Maintain and develop efficiencies as needed.

Qualifications:

- Proven experience in fundraising and nonprofit management.
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively with diverse stakeholders.
- Familiarity with grant writing and reporting.
- Knowledge of the Indian Creek School District community is a plus.

Contract Details:

- Type: Part-Time, Contracted
- Duration: 12 months (with potential for renewal)
- Hours: Flexible, approximately 20 hours per week
- Pay: \$20,000-\$30,000 depending on experience
- Location: Remote, with occasional on-site meetings and events

How to Apply:

Interested candidates should submit a resume, cover letter, references, and any additional support materials as appropriate to edfoundation@nhj.k12.in.us. Only shortlisted candidates will be contacted for interviews. Open until filled. The Indian Creek Education Foundation is an equal opportunity employer and encourages candidates from all backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all.