

Lees Summit R-7 School District

Director of Lee's Summit Educational Foundation (619)

JOB POSTING

Job Details

<i>Posting ID</i>	619
<i>Title</i>	Director of Lee's Summit Educational Foundation
<i>Description</i>	244 days 8 hours/day

Purpose Statement:

The job of Director of Lee's Summit Educational Foundation, Inc. was established for the purpose/s of supporting the educational program with specific responsibilities for directing the assigned programs and services of the Lee's Summit Educational Foundation, Inc.; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent of Human Resources

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, legal council, etc.) for the purpose of implementing and/or maintaining services and
- Compiles data from a variety of sources (e.g. time sheets, calendars, budgets, account records, etc.) for the purpose of preparing reports.
- Coordinates Foundation fund raising activities and events (e.g. Taste of Lee's Summit, Race for the Future, Major Saver, annual giving campaign, Chili Supper, Annual Brunch with Santa, district employee events, etc.) for the purpose of directing services in a timely manner and completing
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related
- Distributes funds for the purpose of funding educational programs beyond normal budgeted
- Facilitates committee meetings for the purpose of analyzing issues, conveying and/or gathering
- Increases philanthropic awareness within the community for the purpose of raising funds and providing enrichment opportunities for students and
- Maintains a variety of manual and electronic documents, files, and records (e.g. legal and financial nonprofit documents, volunteer lists, grant applications, etc.) for the purpose of providing up-to-date information, and/or historical reference in accordance with established guidelines and legal
- Manages a wide variety of program components (e.g. volunteers, fundraising events, PEAK grants, 501c3 groups, scholarships, StaffOffers website, accounting and investment processes, web development, etc.) for the purpose of ensuring overall objectives of the department are achieved and resources are effectively
- Monitors budget allocations, expenditures, fund balances, investments, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Oversees volunteers (e.g. recruiting, training, guiding, etc.) for the purpose of maintaining adequate volunteer staffing, enhancing productivity, and ensuring that standards are
- Participates in a variety of meetings (e.g. team, Board of Directors, Advisory Council, LSEF Committees, etc.) for the purpose of analyzing issues and/or conveying and gathering information.
- Prepares a wide variety of written materials (e.g. plans, budgets, grants, funding requests, reports, legal paperwork, analyses, recommendations, procedures, monthly and quarterly financial reports, job descriptions for volunteers, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested
- Presents a wide variety of topics related to Lee’s Summit Educational Foundation, Inc. (e.g. financial information, overviews of programs and services, policies and procedures, etc.) for the purpose of maintaining regular communications and providing general information.
- Researches topics required to manage assignments (e.g. relevant policies, new federal and state statutes, financial resources, grant opportunities, etc.) for the purpose of developing new programs and services, ensuring compliance with regulatory requirements, securing general information and/or responding to
- Responds to a variety of inquiries (e.g. staff, district personnel, other organizations, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate
- Supervises department secretary for the purpose of delivering services in a timely manner and/or monitoring performance and achieving overall objectives of department within established
- Supervises and collaborates with three contractors who assist with weekly financial and investment reporting, graphic design, and social media.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work

Job Requirements: Skills, Knowledge and Abilities (Minimum Qualifications)

Skill-Based Competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

Knowledge-Based Competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; program planning and development; effective fundraising/ philanthropic code of ethics; and concepts of grammar and punctuation.

Ability-Based Competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed and confidential information/data.

Required Testing None Specified

Certificates & Licenses Professional Fundraising Certification (recommended)

Clearances Criminal Justice Fingerprint/Background Clearance

Continuing Educ./Training None Specified

FLSA Status Exempt

Shift Type
Salary Code
External Job
Application

Full-Time
Per Year
Administration

Salary Range
Job Category
Internal Job
Application

\$86,598
Administration
Internal Application.

Location

**STANSBERRY LEADERSHIP
CENTER**

Posting Status

Active

Minimum
Qualifications
Screening

Job Application Timeframes

Internal Start Date **05/07/2021**

General Start Date **05/07/2021**

Internal End Date

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

Requisition
Title

Default

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Alternate Job Contact

Name

Title

Location

Phone

Email

References

Automatically Send
Reference Check **No**

Reference Check
Form