



Reports To: Executive Board (President, Past President, Director at Large, VP of Finance, VP of Marketing & Events, VP of Programs, VP of Development and Secretary)

Position Overview

The Executive Director (ED) of the Bullard Education Foundation provides strategic and operational leadership to advance the Foundation's mission of supporting educational excellence within Bullard ISD. The ED oversees the daily operations of the Foundation, ensuring effective implementation of programs, fundraising initiatives, and community partnerships.

Working closely with the Executive Board, the Executive Director provides continuity and organizational leadership to support rotating committee leadership. The ED serves as the primary liaison between the Foundation, Bullard ISD, community partners, donors, and other entities. This role plays a critical part in strengthening fundraising efforts, cultivating community engagement, and ensuring the Foundation's long-term sustainability and impact.

Key Responsibilities:

Finance & Governance

- Monthly bank reconciliation and weekly posting of expenses in QuickBooks.
- Monthly Financials to be reviewed by VP of finance before approved for board distribution at usual meetings.
- Maintain financial records in compliance with nonprofit standards and best practices
- Process and prepare bank deposits
- Review, reconcile and pay invoices as needed
- Check and retrieve mail from post office box on a weekly basis
- Manage annual renewal of post office box rental
- Prepare and distribute donor contribution statements annually and following major fundraising events
- Maintain and update donor records in Givebutter or other donor database systems
- Track and record employee giving, particularly during the annual Convocation campaign
- Work with the Executive Board during BEF events to ensure activities remain within budget and that funds collected are properly recorded and deposited in a timely manner.
- Work with the Executive Board to process the annual scholarship payment to the recipient's college.
- Record ETCU endowment statements on a quarterly basis
- Ensure annual renewal of Officers and Directors Liability Insurance.
- Work with VP of Finance to provide annual financials, year-end reporting and updated board info to CPA for tax filing.
- Annual 1099 filing

- Collaborate with the Vice President of Finance and Governance to ensure compliance with Bylaws and Policies and Procedures.

Leadership and Coordination:

- Provide strategic leadership and ensure alignment with the Foundation's mission, vision, and long-term goals.
- Prepare agendas for meetings.
- Support the executive board (Marketing, Programs, Events, Development, etc.) in their work, offering continuity and stability as committee leadership rotates annually.
- Coordinate and attend all board meetings, including agenda development, and maintain official records in support of the Board Secretary.
- Serve as the primary liaison between the Foundation, the school district, and community partners.

Fundraising & Development:

- Collaborate with the VP of Development on fundraising initiatives, including annual campaigns and major gifts.
- Cultivate and nurture relationships with donors, sponsors, and community partners.
- Assist in donor management, ensuring timely acknowledgments and accurate record-keeping.
- Co-lead efforts in organizing and executing key fundraising events such as East Texas Giving Day and Giving Tuesday campaigns.

Programs:

- Collaborate with the VP of Programs to support and administer the grant process
- Ensure the efficient execution of the Foundation's grant programs, from the application process to awarding grants, working closely with the Grants Committee.
- Assist in selecting the Grants Committee annually.
- Assist with overseeing key events such as Grant Day, Convocation, Mini Grants and new teacher orientations.
- Monitor program budgets and ensure compliance with all financial and governance policies.

Marketing & Events

- Collaborate with the VP of Marketing and Events on the coordination of events by overseeing the development of marketing and event materials, including the event programs, slide presentations, and auction platforms.
- Manage and track key fundraising components, such as auctions and games, while monitoring performance metrics to evaluate the overall success of the event.

Qualifications:

- Proven leadership experience in non-profit, education, administration or foundation setting.
- Strong organizational, communication, and interpersonal skills.

- Experience in fundraising and donor cultivation.
- Proficiency in using donor management software and basic bookkeeping principles.
- Experience with QuickBooks, Microsoft Office, Microsoft 365
- Ability to work collaboratively with rotating committee leadership while maintaining continuity in Foundation operations.
- Prior experience in event planning, program management, and community outreach is preferred.

Time Commitment:

- Up to 20 hours per week (August to May), with additional hours leading up to major events such as Grant Day, Convocation and Gala. Includes some nights and weekends for meetings and community events.
- Up to 8 hours a week during summer months (June-July), unless preparing for special events like convocation and mini grants.
- School holidays are exempt
- Salaried position

TO APPLY, SUBMIT RESUME AND REFERENCES TO INFO@BULLARDEF.COM.