



# RADNOR EDUCATIONAL — FOUNDATION —

FUNDING POSSIBILITIES • BUILDING FUTURES • ENRICHING OUR COMMUNITY

## **Job Description – Foundation Director**

### **Overview:**

The Foundation Director is responsible for planning and implementing a comprehensive fund-raising program designed to provide significant contributions to REF. The Director is the key manager responsible for oversight of program implementation, input into future planning, and execution of development activities in conjunction with the REF Board of Trustees. The Board supports the Director in working with the committees within REF, as provided in the Foundation Bylaws and Annual Plan. The Director represents REF in the community and maintains a relationship with Radnor Township School District administration.

**To Apply:** Please send resume and cover letter to [president@radnoreducationalfoundation.org](mailto:president@radnoreducationalfoundation.org)

### **Reports to:**

REF Board of Trustees, with specific reporting to President and Executive Committee

### **Close Working Relationships:**

Works directly with REF's Board of Trustees, particularly the Executive Committee and Committee Chairs, as well as the Foundation Administrator. Also interacts with RTSD administrative leaders, corporate and community donors, and volunteers.

### **Work Hours:**

Part time, with an average of 25 to 30 hours/week.

## **Responsibilities and expectations**

### **Fundraising and Development**

- Develop a comprehensive fundraising plan which will provide REF with significant contributions, through corporate/local business, EITC, community channels.
- Lead and implement the fundraising plan, increasing revenue year over year, as well as increase number of potential corporate partnerships.
- Support and organize volunteers in the implementation of various aspects of the fundraising plan.
- Communicate regularly with the Board regarding accomplishments and needs specific to development activities.

### **Networking**

- Cultivate and grow relationships with individual/corporate donors and school administrators in support of the fundraising plan.
- Attend Radnor functions with the purpose of increasing REF's profile in the community. The Director should attend a minimum of 3 events per month (i.e. RTSD School Board meetings, PTO meetings, Wayne Business Association, Chamber of Commerce, etc.)
- Collaborate with RTSD Superintendent to identify funding opportunities, areas of need and how REF can support/enrich the educational experience at Radnor schools.

### **Management**

- Strengthen communication of and continuity in the Board's implementation of the Strategic Plan
- Support the Foundation Administrator as needed, to ensure smooth day-to-day operations
- Oversee the grant-making process, collaborating with the Grants Chair

### **Desired Characteristics**

- Excellent written and oral communication skills
- Enthusiasm for REF's mission, enhancing Radnor schools, and desire to support programming that benefits the overall Radnor community
- Understanding of the non-profit world
- Development/Marketing expertise
- Self-directed worker
- Familiar with Constant Contact, Donor Perfect, and Auction software
- Strong teamwork/collaborative skills
- Charismatic personality
- Problem solver
- Innovative, with the ability to think strategically
- Familiarity with social media, including, but not limited to, Facebook, Instagram and LinkedIn