



(828) 513-0389
foundation@tcsnc.org
www.tcsef.org

225 Rosenwald Lane, Brevard NC 28712

Position Title: Part-time Executive Director

Hours: 20-25 Per Month

Compensation: \$500.00

Organization: Transylvania County Schools Educational Foundation (TCSEF)

Location: Transylvania County, North Carolina

About TCSEF:

Transylvania County Schools Educational Foundation (TCSEF) is dedicated to enriching educational opportunities for students within the Transylvania County School System. Through collaboration with stakeholders, TCSEF seeks to support the goals and aspirations of the school system by securing resources and fostering community engagement. To learn more about TCSEF, visit www.tcsef.org.

Mission:

TCSEF's mission is committed to enhancing educational experiences for students while supporting the Transylvania County School System.

Roles and Responsibilities:

- Lead the day-to-day operations of the organization, nurturing positive relationships with internal and external stakeholders.
- Collaborate closely with the Board of Directors to ensure alignment with TCSEF's mission and vision.
- Act as the primary representative of TCSEF, engaging with stakeholders through public speaking engagements and community outreach efforts.
- Develop and implement a comprehensive fund development plan aimed at increasing philanthropic support for TCSEF's mission.
- Cultivate and maintain relationships with community stakeholders to advance TCSEF's fundraising goals.
- Grow and manage donor portfolios, fostering growth in individual giving, major gifts, grant funding, and corporate partnerships.

- Oversee the organization's budget and financial reporting in coordination with the Financial Chair and accountant.
- Plan and execute fundraising events to achieve defined fundraising objectives.
- Design and execute annual campaigns targeting board members, volunteers, community members, and donors.
- Create compelling content for TCSEF's communications and marketing efforts, including social media, website updates, and promotional materials.
- Assist in the development of marketing materials, including brochures, donor portfolios, reports, and correspondence.
- Provide regular updates and reports on TCSEF's activities and strategies to the Board of Directors and Transylvania County Schools leadership.
- Coordinate and facilitate Board of Directors and committee meetings as needed.
- Oversee TCSEF's programs, named funds, and scholarships

Qualifications:

- Previous non-profit experience
- Demonstrated success in donor relationship management, including experience with individual, corporate, and foundation donors.
- Proven track record in fundraising for nonprofit organizations, with strong communication skills and grant writing experience.
- Detail-oriented with exceptional organizational skills.
- Event planning experience

Note: Equivalent documented qualifications may be considered where applicable.

How to Apply:

To apply for the position of part-time Executive Director at TCSEF, please send your resume and cover letter to foundation@tcsnc.org.

Closing Date for Applications:

Applications will be accepted until the position is filled.