



Job Description: EXECUTIVE DIRECTOR

Resumes to: careers@ltefnj.org

The Executive Director is responsible for the successful leadership, management, and future development of Lawrence Township Education Foundation (LTEF). As the face of LTEF, this position requires excellent oral, written, and technological communication skills. Specific responsibilities will include:

Fundraising

- Corporate Initiatives
 - Develop and maintain close contact with current donors
 - Foster new professional relationships with corporations
 - Seek and apply for all related grant opportunities
- Annual Appeals
 - Coordinate all aspects of the Friends of the Foundation Initiatives, Faculty/Staff campaign, United Way flyer distribution, and the Apple Campaign
- Stewardship
 - Communicate regularly with donors (individual and corporate) to keep them well informed of all LTEF activities.
- Maintain donor and prospect data base system

Programs and Services

- Maintain a close professional relationship with school district
- Provide grant consultations with teachers
- Provide grant workshops as needed
- When appropriate and offered, coordinate a teacher recognition event.
 - Provide support for grant review committee by maintaining and publicizing deadlines; coordinating grant applications for committee and board; and attending grant review committee meetings
 - Inform grant writers of outcome
 - Provide ongoing support as necessary for grant recipients.

Administration

- Oversee the efficient and effective operation of the organization
- Bring forward and work closely with leadership on issues and opportunities.
- Maintain relationship with the New Jersey Partnership and attend meetings.
- Inform board of training opportunities
- Develop Annual Report
- Assist board in preparing and maintaining budget.
- Provide office support
 - Maintain all financial records (bills, reports, bookkeeping, audit and budget) ensuring that sound bookkeeping and accounting procedures are followed.
 - Monitor the cash flow of the organization
 - Coordinate state and federal filings and any audit responsibilities
 - Maintain office and equipment
- Support board and executive committee meetings
 - Circulate agenda, minutes, and all notices. Provide refreshments
 - Ensure that accurate and up-to-date financial records are on-hand for review