



EXECUTIVE DIRECTOR

FOUNDATION FOR SCIENCE AND MATHEMATICS EDUCATION

The mission of the Foundation for Science & Mathematics Education, a nonprofit organization, is to foster financial and community support for the New Orleans Charter Science and Mathematics High School (Sci High) and the New Orleans Charter Science and Mathematics Academy (Sci Academy), their students, and their governing Board, the Advocates for Science and Mathematics Education, Inc. Foundation support promotes access to high quality public education and alternative programs for the teaching of science and mathematics for students, faculty and the community-at-large.

The Executive Director oversees all operations of the Foundation and reports to the President of the Board of Directors. The Executive Director works closely with the school directors of Sci High and Sci Academy and with their governing Board, the Advocates for Science and Mathematics Education.

Foundation staff includes the Executive Director and the Manager of Grants and Research. The Foundation is located in its own office at Sci High and will have workspace at the new Sci Academy building. Office hours are from 8:30 to 4:30 with some additional work required in the evenings and on weekends.

RESPONSIBILITIES

Development

With the Foundation Board, create and implement a strategy for raising funds for the two schools and for reaching the FY 08-09 annual goal of \$780,000. This strategy will include plans to grow individual, corporate and foundation giving from both local and national funders.

The Executive Director must be able to fundraise on his or her own. Fundraising activities currently include researching potential funders, grant writing, annual appeals, online giving, special events and donor cultivation through meetings, phone calls, and tours of the schools. In addition, the Executive Director facilitates board interaction with funders, community members and political leaders.

Stewardship activities include recording gifts and generating thank you letters in a timely manner, tracking grant requirements and preparing grant reports, maintaining donor files and updating donors on the activities of the schools.

In addition to private funds, the Executive Director is responsible for overseeing a state capital outlay request. Work includes partnering with the Foundation's political consultant and with the

Foundation Board and the Advocates to gain political support for the request and keep it in the state's budget.

The Executive Director meets regularly with the school directors and faculty to discuss programs and funding needs, and reports regularly to the Foundation Board and the Advocates on fundraising progress.

Marketing and Public Relations

The Executive Director will work with the Board, the school directors and the Advocates to develop a marketing and public relations strategy, including branding, for the Foundation and the two schools. Other activities include: sending press releases, producing fundraising materials, preparing the Foundation's annual report, and maintaining Foundation web page for the Sci High and Sci Academy websites.

Finance and Budget

The Executive Director is responsible for fiscal management and oversight. He or she must develop the Foundation's annual budget, maintain accurate accounting records, monitor income and expenses, track restricted and unrestricted income, oversee transfers of funds to the schools, generate monthly financial reports for the Board, and work with an outside accounting firm to complete annual audit and file tax returns.

Board Relations

The Executive Director works with individual Board members to engage them in the mission of the Foundation, keep them updated on the activities of the schools, and help them to identify potential donors and secure funding for the Foundation. Foundation staff supports its Board by maintaining corporate records, staffing Board and committee meetings and taking minutes. Foundation staff also attends the monthly Advocates meeting and takes the minutes. The Executive Director oversees all staff support of the two Boards.

Organization Management

The Executive Director is responsible for the overall management of the organization, including general office operations and human resources. In addition, he or she ensures that approved policies and procedures are consistently implemented.

SKILLS

The Executive Director must have excellent oral and written communication skills, strong organizational and time management skills with the ability to multi-task, meet deadlines and work independently. He or she must be able to supervise staff and manage volunteers. A minimum of three years fundraising experience required. Experience in non-profit management and grant writing preferred. Knowledge of QuickBooks and Access also preferred.

TO APPLY: Submit resume to Rebecca Steingut at FoundationSciMath@gmail.com, or fax your resume to Rebecca's attention to (504) 309-4178.