

Director of Aldine Education Foundation

Job Description



Job Title: Director of Aldine Education Foundation **FSLA:** Exempt
Reports to: Chief Communications Officer Admin/Prof 8
Dept./School: Communications Department/
Donaldson Administration Building **Calendar Days:** 226
Pay Grade: \$93,485 - \$112,227
Contract: Probationary/Term **Revised:** 7.15.2025

Primary Purpose

The Director of the Aldine Education Foundation is responsible for the planning, direction, development, administration, supervision and implementation of a comprehensive development program that will complement and provide financial assistance to support the strategic initiatives and goals of the Aldine Independent School District. The Director serves as the liaison between the school district and the Aldine Education Foundation Board of Directors and is also charged with executing the Foundation's mission.

Qualifications

Education/Certification:

- Bachelor's degree in Communications, Business, Nonprofit Management, or a related field from an accredited college or university required
- Master's degree preferred
- Certified Fund Raising Executive (CFRE) certification preferred

Special Knowledge/Skills:

- Proven leadership skills with the ability to articulate and achieve a vision and set both short- and long-term goals
- Exceptional oral and written communication skills, with the ability to convey complex information clearly, persuasively, and appropriately to diverse audiences
- Strong relationship-building skills; able to engage, influence, and collaborate effectively with a wide range of stakeholders
- Self-starter with the ability to lead initiatives, work independently, and drive results at the executive level
- Demonstrated ability to lead in a fast-paced, entrepreneurial environment; highly adaptable when managing multiple, shifting priorities with sound independent decision-making
- Proven expertise in fundraising, event planning, nonprofit foundation partnerships, marketing, public speaking, volunteer coordination, and organizational leadership
- In-depth understanding of fundraising strategies and operations within large nonprofit organizations
- Strong strategic planning, organizational, and consensus-building abilities
- Proven experience in planning and executing both large- and small-scale special events and functions
- Knowledge of school district policies, procedures, and educational environments
- Personable and professional demeanor with a mature work style and polished appearance

Experience:

- Minimum of five (5) years in leadership roles with a proven track record of success in fundraising

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- Minimum of three (3) years in nonprofit organizational management, including strategic planning, board relations, and operational/financial oversight

Major Responsibilities and Duties

1. Leads all fundraising efforts, including donor recruitment, cultivation, stewardship, and the planning and coordination of fundraising events and activities.
2. Responsible for working directly with the President and the AEF Board of Directors to execute the following, but not limited to: development of the Foundation's strategic plan; development of annual fundraising goals, action plans and budgets; planning and execution of fundraising activities; communication and relationship building with the community, donors, potential donors and prospective board and committee members
3. Coordinate, cultivate and maintain a working relationship with Aldine ISD employees at all levels to accomplish the Foundation's mission and objectives
4. Oversee all administrative tasks required to carry out the Foundation's mission and objectives including coordinating communications to the Foundation's Board of Directors regarding meeting dates, agendas, and committee coordination; assist as needed with standing and appointed committees to ensure successful completion of an event or project
5. Manages and maintains all databases and data analysis in support of AEF's work, including donor management software (eTapestry, Fondant, and Quickbooks), online grant and scholarship application systems, accounting systems, online banking, website services, and online payment/donation systems
6. Responsible for all AEF communications including daily business correspondence, external and District-level communications, fundraising solicitations and grant proposals, marketing materials, website copy, and social media posts and engagement
7. Plans and executes all AEF's special and fundraising events, including management of all staff and volunteer assignment as well as vendor coordination, when necessary
8. Actively engage with local businesses, organizations, corporations, foundations, parents and others interested in the students and staff of Aldine ISD to optimize donor cultivation and board member recruitment
9. Has oversight of expenses and revenues through management of accounting processes; supervises development of quarterly reports and annual audit and tax filing
10. Work as a member of the Communications team to maintain the district's brand
11. Maintain regular and reliable attendance

Professional Growth and Development

12. Participates in professional development programs to improve job performance

Other Duties

13. Performs other duties as assigned by the Chief Communications Officer and the AEF Board of Directors

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Supervisory Responsibilities

All direct reports

Evaluation

The evaluation of the Director of the Aldine Education Foundation is a responsibility resting with the Chief Communications Officer. An evaluation shall be conducted jointly with the AEF Board of Directors and completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Apply Here: <https://www.aldineisd.org/about/departments/human-resources/applicants/available>