BRYAN ISD EDUCATION FOUNDATION

Position Title:	Executive Director
Position Status:	Full-Time, Exempt
Salary Range:	$90,000 - $105,000 plus stipend for retirement and benefits Position is not a part of the Teachers Retirement System
Reports To:	Board of Directors, Bryan ISD Education Foundation

ORGANIZATION PROFILE

Over the past three years, the Bryan ISD Education Foundation organization has experienced tremendous growth, quadrupling its revenue while simultaneously tripling the financial support and resources returned to the school district. This growth represents the power of community investment, strong partnerships, innovative thinking, and a shared commitment to making a difference in the lives of students and educators.

Our work is centered on creating opportunities and providing resources that directly benefit our school district and ultimately, the students of Bryan ISD. Through fundraising, community partnerships, and strategic investment, we support a variety of programs and special initiatives, including:

- **Teacher Grants:** Providing educators with additional funding to bring innovative ideas, creative classroom projects, and enhanced learning opportunities to life.
- **Senior Scholarships:** Investing in the future of graduating seniors by providing scholarships that help students pursue their educational and career aspirations beyond high school.
- **Staff Scholarships:** Recognizing and investing in the professional growth of district employees by providing scholarship opportunities that support continued education and teacher certification.
- **PAWS Program:** Campuses are able to receive a fully trained comfort dog to assist in the emotional and social wellness of Bryan ISD students and staff. There are currently seven dogs on Bryan ISD campuses.
- **Special District Initiatives:** Responding to emerging needs and supporting unique district priorities through targeted funding, special projects, and strategic investments that make a lasting difference.

POSITION SUMMARY

The Executive Director serves as the chief administrative and development officer of the Bryan ISD Education Foundation, providing strategic leadership to advance the mission of the Foundation.

Working in partnership with the Board of Directors, the Executive Director leads organizational strategy, resource development, community engagement, financial stewardship, and program effectiveness. Building on the Foundation's established programs, community partnerships, and philanthropic support, the Executive Director will advance the next phase of growth by expanding donor relations, growing the endowment, diversifying revenue, and strengthening the Foundation's long-term sustainability and impact.

The Executive Director serves as the Foundation's primary representative and works collaboratively with Bryan ISD leadership, volunteers, donors, businesses, and community partners while maintaining the Foundation's independent governance and accountability to its Board of Directors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Organizational Leadership & Board Governance

- Partner with the Board of Directors to shape and advance the Foundation's strategic direction, establish organizational priorities, and translate its mission into measurable goals and outcomes.
- Lead implementation of the strategic plan, aligning organizational resources, partnerships, and initiatives to support sustainable growth and increased mission impact.
- Provide the Board with timely reporting, strategic analysis, and recommendations regarding organizational performance, philanthropic growth, financial sustainability, and emerging opportunities.
- Support effective Board governance and ensure implementation of Board-approved policies, priorities, and initiatives.
- Work closely with the Board's presiding officer, officers, committees, and staff to maintain alignment, accountability, and organizational effectiveness.

Bryan ISD Partnership & Strategic Alignment

- Maintain a strong, collaborative relationship with the Bryan ISD Superintendent, executive leadership, and district staff to understand district needs, identify emerging opportunities, and strengthen alignment between district priorities and Foundation investments.

- In collaboration with the Board and informed by district input, develop and recommend funding priorities that advance student and staff educational opportunities while preserving the Foundation's independent mission, governance, strategic direction, and Board-approved objectives.
- Foster productive partnerships between the Foundation, district leadership, and the broader community to maximize the impact of philanthropic investments and identify opportunities for collaboration.

Advancement and Philanthropic Growth

- Provide strategic leadership for the Foundation's philanthropic growth, developing and advancing annual and multi-year strategies that expand revenue, strengthen donor engagement, and support long-term financial sustainability.
- Establish, in partnership with the Board, measurable growth objectives for donor acquisition and retention, major and planned giving, corporate and community partnerships, and endowment development.
- Expand and deepen relationships with individual donors, businesses, corporations, and community partners to increase philanthropic investment, strengthen donor loyalty, and build a sustainable pipeline of support.
- Lead a diversified resource development strategy encompassing annual giving, major gifts, annual events, grants, sponsorships, planned giving, and other opportunities aligned with the Foundation's mission and strategic priorities.
- Advance strategies for endowment growth and long-term philanthropic investment to strengthen the Foundation's financial sustainability and expand future grantmaking capacity.
- Evaluate fundraising performance, identify emerging philanthropic opportunities, and recommend strategies that position the Foundation for continued growth and increased community impact.

Philanthropic Stewardship and Grants Management

- Provide oversight of donor stewardship, recognition, and engagement practices that strengthen donor confidence and foster lasting philanthropic relationships.
- Ensure effective systems and practices are in place for donor and prospect management, gift documentation, and fulfillment of donor and sponsor commitments.
- Oversee grant development and management, including identification of funding opportunities, proposal development, reporting, and compliance with applicable requirements.
- Ensure the responsible management and documentation of donor-restricted and Board-designated funds in accordance with donor intent, Foundation policies, and applicable requirements.

- Support clear communication of the Foundation's programs, accomplishments, and use of philanthropic resources to donors, the Board, and community stakeholders.

Financial & Organizational Management

- Lead development of the annual operating budget for Board approval and oversee the responsible management of Foundation resources.
- Partner with the Treasurer, Finance Committee, accounting firm, and financial professionals to maintain sound financial practices, appropriate internal controls, accurate reporting, and compliance with applicable requirements.
- Monitor financial performance, evaluate budget-to-actual results, communicate significant variances, and recommend adjustments as needed.
- Support the Foundation's long-term financial health through prudent resource allocation, sound risk management, and alignment of operational decisions with strategic priorities.

Community Engagement, Communications & Signature Events

- Serve as the Foundation's primary spokesperson and a visible representative in the community, strengthening its reputation, relationships, and philanthropic reach.
- Lead strategies to communicate the Foundation's mission, accomplishments, funding priorities, and impact to donors, district stakeholders, community partners, and the public.
- Oversee the strategic direction and effectiveness of Foundation events, including the Hall of Honor, Hometown Reunion, and PAWS in the Park, ensuring alignment with fundraising, engagement, recognition, and community-building objectives.
- Collaborate with Board committees, volunteers, staff, and community partners to advance event objectives and strengthen community participation and support.

Program & Initiative Oversight

- Provide strategic oversight of the Foundation's core programs and initiatives, ensuring effective implementation, alignment with organizational priorities, and fulfillment of program objectives.
- Oversee the administration and execution of the Teacher Grants, Senior Scholarships, Educator & Staff Scholarships, and PAWS programs, ensuring established guidelines, processes, and timelines are followed.
- Work collaboratively with Board committees, Bryan ISD representatives, staff, and volunteers to support program planning, implementation, and continuous improvement.
- Ensure program resources are managed responsibly, and program activities are communicated effectively to relevant stakeholders and the broader community.

Staff & Volunteer Leadership

- Lead, support, and develop Foundation staff, contractors, and volunteers, fostering a collaborative, accountable, and mission-focused organizational culture.

- Work with the Executive Operations Manager to align operational priorities, coordinate implementation of strategic initiatives, and ensure effective day-to-day management.
- Establish clear expectations, performance measures, and accountability practices that support staff effectiveness, continuous improvement, and organizational growth.
- Promote effective collaboration among staff, Board members, committees, and volunteers to maximize organizational capacity and advance the Foundation's mission.

REQUIRED QUALIFICATIONS

Education

- Bachelor's degree from an accredited college or university required.
- Master's degree and/or certificate in nonprofit management, development, and/or other relevant degree program preferred.

Experience

- Five or more years of nonprofit management or leadership experience preferred.
- Experience in fundraising, development, donor relations, community engagement, grant writing, nonprofit administration, budgeting, or financial reporting preferred.

REQUIRED SKILLS AND ABILITIES

The successful candidate must be able to:

- Strong strategic thinking, sound judgment, and effective problem-solving skills.
- Excellent written, verbal, interpersonal, and presentation skills.
- Ability to build trust and maintain effective relationships with diverse stakeholders.
- Strong organizational skills, attention to detail, and the ability to manage competing priorities.
- Initiative, accountability, adaptability, and the ability to work independently and collaboratively.
- Professionalism, discretion, integrity, and the ability to maintain confidentiality.
- Proficiency with common business software and the ability to learn and effectively use organizational technology and systems.
- Exercise sound judgment and maintain confidentiality.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work is primarily performed in an office and community-based environment. Occasional evening and weekend work, as well as local travel, will be required. The employee must be able to perform the essential functions of the position, with or without reasonable accommodation. The position may require sitting, standing, walking, attending meetings and community events, and communicating effectively in person and electronically.

GENERAL STATEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The Bryan ISD Education Foundation reserves the right to modify this job description as organizational needs change, consistent with applicable laws, policies, and organizational requirements.

The Bryan ISD Education Foundation is an equal opportunity employer. We welcome applications from all qualified candidates and are committed to providing fair and equitable consideration throughout the hiring process.

Apply Here: https://www.bryanisdfoundation.org/careers