

Arlington Education Foundation

Job Description: Executive Director

The Executive Director will report to the AEF board president and will be instrumental in implementing the AEF strategy, as determined by the AEF board, by:

1. Planning and coordinating special event and fundraising activities, including solicitation of grants and donations from outside sources.
2. Maintaining and managing data required by the AEF, including voicemail, e-mail, mail, QuickBooks, files, all written materials, legal and government documents.
3. Maintaining relationships with donors and sponsors by sending prompt thank you notes, creating recognition programs, and continuing personal contact.
4. Assisting in creating marketing and communication programs for the AEF, including social media updates, fliers, and maintenance of the AEF website.
5. Serving as primary contact to the Community, school district, and media.
6. Communicating regularly with the AEF board as needed, including provision of regular progress reports, balance sheets, profit & loss statements, and meeting agendas.
7. Performing other responsibilities as needed and assigned by the President of the AEF.

Skills Required:

Excellent interpersonal relationship skills

Excellent organizational skills

Computer literacy

Ability to work independently

Previous experience in fundraising and/or grant writing a plus