



East Grand Rapids Schools Foundation

The East Grand Rapids Schools Foundation is looking for a dynamic and visionary Executive Director to provide guidance toward the achievement of the organization's mission, vision, strategy, and its annual goals and objectives. The East Grand Rapids Schools Foundation is an endowed foundation which funds initiatives requiring financial support beyond the District. The Executive Director works in close collaboration with the Board members to achieve the fundraising goals of the Foundation.

The ED will have oversight and management responsibility for overall operations including financial management, community relations, and ongoing evaluation of outcomes and impact. The ED must also cultivate strong relationships with donors.

The successful candidate will be a strategic thinker, a team builder, and dedicated to maintaining high performance standards. Individual must also have proven ability to work effectively with board members, colleagues, donors, and volunteers with diplomacy and tact. Strong verbal and professional written communication skills required.

This is a 20 hour a week position.

Qualifications include:

- Bachelors degree
- Minimum of five years experience in upper level management administration
- Ability to attract and cultivate donors in a community environment

Deadline for applications (cover letter, resume, references) is May 19, 2008. Reply to:

Betsy Raymond
EGRSF Board President
Miller Johnson
250 Monroe Avenue, NW Ste. 800
PO Box 306
Grand Rapids, MI 49501-0306

Or email:

<mailto:raymondb@millerjohnson.com>