Lift Putnam Inc. – Educational Foundation for Putnam County

Position Title: Executive Director

About Us:
Founded in 2016, Lift Putnam Inc. was incorporated as the charitable educational foundation to 1.) Fund the immediate needs of the Putnam County School District, and 2) Be an agent of positive change in the delivery of education to Putnam County, Florida. Guided by a volunteer Board of Directors, Lift Putnam seeks an Executive Director to join our team in 2020.

Position Objective:
The Executive Director is responsible for management, planning and implementation of the development strategy for Lift Putnam pursuant to its policies and objectives. He/She is committed to cultivating new sources of support as well as maintaining and augmenting support from current donors, corporate partners and special events. The Executive Director is accountable for all business operations including finances and banking, administrative duties, marketing and communication, and donor recognition. The Executive Director is responsible for achieving Lift’s fundraising goals while maintaining the highest standards of stewardship for those gifts and our donors. This position is expected to be highly visible on behalf of Lift Putnam within the Putnam County School District student and parent groups, greater Putnam County and across a mix of associations, organizations and community activities.

Qualifications: A Bachelor’s degree and a minimum of three years of development experience at a non-profit organization or equivalent work experience. Must have a strong working knowledge of business development, writing and managing grants, organizing successful special events and maintaining donor relations and privacy.

The Executive Director must exhibit the following traits:
- Organization, ability to multi-task and time management
- Strong interpersonal skills (articulate and perceptive)
- Exceptional writing, communication, and presentation (public speaking) skills
- Ability to build strong relationships and partnerships
- Ability to work independently and collaboratively across a mix of stakeholders
- Expertise hosting and promoting fundraising events
- Track-record of donor cultivation and retention through targeted donor segments
- Exceptional organization in financial record keeping and monthly processing
- Assist Board of Directors with cultivating and identifying Board and donor prospects
- Ensure the Foundation adheres to all local, state and federal guidelines
- Coordinate Board Meetings (Schedule, agenda and report preparation)
- Maintain e-mail communication with Board of Directors and school community
- Lead, motivate and supervise volunteers and Board Members of the Foundation
- Collaborate with Putnam County School District Administrators and Staff as needed

Supervisor: Directly responsible to the Chairman and Executive Committee of the Foundation

Position Start Date: Immediate

Job Responsibilities: Include, but not limited to, the following duties and collaborative tasks:

Fund Raising & Grants: Establish short and long-range goals for funding sources and enlist support from members of Lift Putnam’s Board of Directors and volunteers to achieve goals:
- Strategize and orchestrate methods of approach to institutional donors
- Research public and private grant sources (agencies, corporations and foundations) to identify sources of funding
- Manage Lift Putnam’s fiscal year calendar and proactively follow up with lapsed, current and prospective donors
- Organize individual donor campaigns (i.e. major donors, direct mail and board of directors) and solicitation drives for pledges of ongoing support (i.e. individuals, corporations and foundations)
- Adhere to grant reporting procedures and non-profit status

**Special Events:** The Executive Director in conjunction with the Board is responsible for fundraising through smaller events throughout the year and an Annual Signature Event in late winter/early spring.
- Build key relationships, particularly with sponsors, prospective sponsors, underwriters, vendor partners, community influencers, and the general public
- Coordinate marketing plan and materials, registration forms, budgets, and event planning details as needed

**Major Gift/Donor Support:** Produce major donor, board, capital campaign, endowment solicitations and support materials with the intent to retain or upgrade gifts when possible:
- Cultivate donors by producing customized outreach materials
- Prepare letters of acknowledgment and direct mail solicitations
- Schedule and attend in-person visits
- Develop strong relationships and partnerships which are built on the trust of Lift Putnam’s long term mission and vision.

**Marketing & Communications:** Create engaging materials for print, web, and social media platforms. Collaborate with Board and event chairs on development and communication strategies.
- Produce and publish content for social media, website (Word Press) and e-blasts
- Manage social media outlets and advertising campaigns and maintain regular activity and growth
- Manage donor & sponsor acknowledgement and recognition process
- Ensure all promised deliverables are completed in a timely manner
- Coordinate, oversee or develop Foundation newsletters and brochures as needed

**Database and Records Management:** Maintain security and quality controls with the ability to generate reports, exports and any other reporting as needed using Quickbooks.

**Governance:**
- Manage relationships with Board of Directors (bylaws specify a limit of 15 members each year)
- Effectively communicate meeting reminders, event updates, and reports for ongoing activities
- Provide support to the Chairman and Executive Committee including meeting materials, event scripts, banking records, etc.
- Identify and follow up with prospective Board members
- Maintain accurate records of board gifts, commitment letters, participation, etc.
- Establish sub-committees and appoint chairs

**Financial Management:** Maintain accurate accounting of all income, gifts, pledges, grants and sources using QuickBooks and excel spreadsheets.
- Develop annual fundraising budget and goals in conjunction with Executive Committee
- Fulfill funding requests and maintain reporting accuracy
- Prepare all checks, deposits (bank and PayPal), federal tax payments and invoicing
- Process and record monthly pledge installments
- Manage and control revenue and expenditures received through restricted gifts
Candidate should possess spreadsheet skills to monitor event budgets, restricted donation funding and expenses and donor contribution analyses

Responsible for financial record keeping and working closely with Chairman in monitoring day to day receipts and expenditures

**Professional Development:** Dedicate on-going attention to personal professional development through trade organization networks.

**Collaborative Efforts:** Executive Director will work in collaboration with all Putnam County school departments, student and parent groups in order to support Lift Putnam's mission, visibility, goals.

Interested applicants should send cover letter, resume and salary requirements to Lift Putnam via email at liftputnam@gmail.com, or mail to Lift Putnam at P.O. Box 402, Palatka, Florida 32178