

Job Description: Executive Director

Overview

Tri 4 Schools is a non-profit organization dedicated to improving the health of children ages 3-14 through multi-sport events and programs that empower kids, schools, and communities to be healthy and happy to benefit school health initiatives.

We seek an Executive Director that is able to lead the organization in achieving its mission in the community, long-term strategic goals, and act as the face of Tri 4 Schools. This person should be motivated by the mission and exhibit the values of Tri 4 in driving our continued success. They will work closely with the Operations Director to execute the operational processes of the organization and leading the delivery of successful fundraising and multi-sport events. Our ideal candidate is a team player with strong organizational, project management, and interpersonal skills, who pays close attention to detail and is able to work autonomously and efficiently.

This position reports to the Board of Directors.

Executive Director Duties & Responsibilities

Fundraising – 50% of Role

- Meet with current and potential donors, community partners, and sponsors
- Brainstorm fundraising ideas, prepare customized documentation, and lead sponsor meetings
- Plan and facilitate fundraising events
- Supervise fundraising event committees
- Plan Gratitude Day and other sponsor/donor outreach programs
- Communicate via email, phone, and in-person meetings to ensure sponsors have updates, feel engaged, and make sure all benefits that are promised are delivered
- Plan and facilitate year-end giving campaign, including compiling contact lists, creating and sending emails, thanking donors, and providing updates via social media
- Research and find new sponsors
- Create peer-to-peer fundraising strategies and programs
- Serve as point person for the Athlete of the Year, including organizing apparel, fundraising assistance, agreements, and partnership with training
- Review, prospect, and write grants as needed
- Regular creation of content to support fundraising and marketing plans, including:
 - Videos
 - Monthly newsletters

Organizational Leadership – 35% of Role

- Responsible for strategic direction, vision, and escalation of any concerns to the board
- Attend all executive and board meetings, serving as representative of Operations team
- Supervise Operations Director and provide guidance
- Meet with staff regularly to provide direction, updates, and answer questions

- Review and sign off on all materials that go out to the public
- Prep with committee chairs on a regular basis
- Recruit potential board members and committee members
- Prepare and conduct annual reviews of staff
- Ensure progress of strategic plan goals

Inspire the Community – 15% of Role

- Meet with local groups to share story about Tri 4 Schools
- Visit schools to meet with teachers, administrators, etc. and develop relationships
- Present at all events serving as the "face" of the organization
- Find and manage interns
- Recruit and identify new potential partners in community

Salary and Time Commitment Information

This is a full-time position. Salary will be dependent upon experience and qualifications.

Benefits

This position does not offer standard benefits such as health insurance or 401k. Up to four weeks of paid vacation are included annually, as well as a recovery day for any full weekend day worked. This position allows for flexibility, autonomy, and a strong sense of impact and community betterment.

How to Apply

Please submit a resume and cover letter to Executive Director Katie Hensel at katie@tri4schools.org by **September 24**.