



(828) 513-0389
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www.tcsef.org

225 Rosenwald Lane, Brevard NC 28712

Position Title: Part-time Executive Director

Hours: 20-25 Per Month

Compensation: \$500.00

Organization: Transylvania County Schools Educational Foundation (TCSEF)

Location: Transylvania County, North Carolina

About TCSEF:

The Transylvania County Schools Educational Foundation (TCSEF) supports and enriches educational opportunities for students within the Transylvania County School System. TCSEF is undergoing a period of reorganization and growth, and we are seeking an Executive Director who can help lead the organization toward its full potential, realigning with its mission and re-establishing strong community and donor relationships. For more information, visit www.tcsef.org.

Mission:

TCSEF is committed to enhancing educational experiences for students while supporting the goals and aspirations of the Transylvania County School System.

Roles and Responsibilities:

The Executive Director will focus on stabilizing and strengthening the foundation by leading key initiatives during this period of reorganization. Core responsibilities include:

- Collaborating with the Board of Directors to realign and strengthen the foundation's mission and strategy.
- Nurturing relationships with key stakeholders in the community, including donors, local businesses, and educators.
- Developing and executing a simplified fund development plan to grow philanthropic support, focusing on small-scale fundraising efforts.
- Assisting with basic financial oversight in collaboration with the treasurer and accountant.

- Providing periodic updates to the Board of Directors regarding the foundation's progress, challenges, and next steps.
- Coordinating limited fundraising events or campaigns, with a focus on sustainability rather than large-scale initiatives during this rebuilding phase.
- Supporting communications efforts, including basic social media updates and community outreach.

Qualifications:

- Previous experience in non-profit or community-focused organizations.
- Strong communication skills and a passion for education.
- Basic knowledge of fundraising and donor management.
- Ability to work collaboratively and adapt during a time of organizational transition.

How to Apply:

To apply for the position of part-time Executive Director at TCSEF, please send your resume and cover letter to foundation@tcsnc.org.

Closing Date for Applications:

Applications will be accepted until the position is filled.