



Job Title: Executive Director  
Reports to: Board Chair  
Classification: Part-time

The Poughkeepsie Public Schools Foundation is a broadly representative association of public education advocates united in a shared vision to provide support that enriches the education of all students who reside in the Poughkeepsie City School District. The Foundation raises money to invest in programs that close opportunity gaps encountered by community youth while also providing leadership on key community-school issues. We are in partnership with school district leadership and community partners to fulfill the mission of supporting and helping all children to receive a full education. Our mission is to provide support that enriches the education of all children in the Poughkeepsie City School District.

The Foundation seeks a part-time Executive Director who can lead with vision and support the fundraising goals of the organization. The ideal candidate will have non-profit experience in grant researching, grant-writing and fundraising. We also seek someone who has strong written and oral communication skills, the ability to inspire, and a passion for education. Flexible schedule available.

Responsibilities include:

- Work with the Board Chair, board members and school-community partners to understand school and community education needs.
- Develop a strategic plan for fundraising and maintain databases for tracking and measuring goals.
- Research grant opportunities and prepare applications/proposals.
- Engage school district alumni in fundraising and district morale boosting initiatives.

Qualifications:

- Minimum of 3-5 years of relevant experience; Bachelor's degree.
- Ability to work independently.
- Strong communication and interpersonal skills.
- Knowledge of Poughkeepsie community (i.e., schools, stakeholders, community resources) and ability to forge collaborations.
- Proven track record in fundraising and grant-making.
- High level of cultural competency and ability to work with diverse communities.
- Technology skills (computing, database/business software, and social media literacy).

*PPSF is an equal opportunity employer and values diversity, inclusion and equity. All are encouraged to apply.*

Qualified candidates should submit a cover letter and resume via email to:  
[psfoundation78@gmail.com](mailto:psfoundation78@gmail.com).

December 16, 2020