



(828) 513-0389
foundation@tcsnc.org
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

Transylvania County Schools Educational Foundation (TCSEF) is seeking a part-time Executive Director experienced in leading a non-profit organization and who is passionate about public education to lead and manage TCSEF. Candidate should be able to work independently while leading with a collaborative approach to engage key stakeholders. In this role, the Executive Director will be the frontline representative of the organization working closely with the Board of Directors, Transylvania County Schools leadership, volunteers, community partners, and donors. The Executive Director should be personally aligned with our mission and vision to ensure our team members are aligned as well to successfully achieve our strategic objectives. Our ideal candidate will have a proven track record of success as a non-profit leader and fundraiser as well as being administratively and operationally strong. Clear and effective communication skills will also be expected. TCSEF has experienced exciting growth and we are in search of an Executive Director to steward our organization to the next level. The position is currently part-time but has the potential, with effective fundraising, to expand and grow the role to full time.

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.

