

EXECUTIVE DIRECTOR – Part Time - Suda E. Butler High School Alumni Association (SEBAA)

JOB DESCRIPTION

The executive director reports directly to the president of the association. The executive director is responsible for the administration of all programs and activities of the association. Key responsibilities include communication, fundraising, marketing, membership and volunteer recruitment and engagement.

Vision:

The mission of the Suda E. Butler High School Alumni Association (SEBAA) is to:

- Provide resources to enhance the educational excellence and student development at the school
- Foster the interaction of the alumni, members of SEBAA and Suda E. Butler High School.
- Collect memorabilia for exhibition and preservation to document the history and rich heritage of Suda E. Butler High School

Job duties:

The executive director will

- Work with the board of directors to fulfill the association's mission
- Lead SEBAA in a manner that supports and guides the association's mission as defined by the board of directors
- Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions
- Manage and implement appropriate resources to ensure operations of the organization are appropriate
- Administer SEBAA's operations, including special events
- Maintain the association's database

Responsible for:

- Maintaining existing resources to ensure the financial success of the organization
- Fundraising and developing other resources necessary to support SEBAA's mission
- Collaborating with the board of directors in fiscal management that generally anticipates operating within approved budget, ensures best use of organization dollars and maintains the organization's positive financial position
- Coordinating with school staff for cooperative relationships

Professional qualifications:

- Two or more years' nonprofit experience
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong organizational abilities, including planning, program development and task facilitation
- Collaboration and motivational skills
- Ability to convey a vision of SEBAA's strategic future to the school staff, board, volunteers and donors
- Ability to work with diverse volunteer and donor groups
- Strong computer skills including, but not limited to, Excel, Access, Word and social media platforms
- Strong written and oral communication skills
- Strong public speaking ability
- A bachelor's degree – preferred

Salary:

\$22,000 – \$30,000 (approximately \$20/hour)

This is a part-time position averaging 20-25 hours / week. Hours will be flexible and will vary from week to week. Much of the responsibilities can be performed off site. However, some activities must be performed at the school located at 2222 Crums Lane, Louisville, KY 40216

How to apply:

Please send resumes to admin@butlerhighalumni.com

Attention: Eddie Cannon, Executive Director Search Committee Chair