

Manatee Education Foundation, Inc.

WE'RE HIRING: EXECUTIVE DIRECTOR

Lead a mission driven foundation supporting students and teachers of Manatee County Public Schools

The Manatee Education Foundation, Inc. (MEF) founded in 1986, is seeking a dynamic and experienced Executive Director to serve as our chief executive officer. This is an exceptional opportunity for a strategic, relationship driven leader to guide fundraising, oversee educational programs, manage our signature annual golf tournament and other flagship events, and champion the Foundation's mission throughout the community.

Reporting to the Board of Directors, the Executive Director partners closely with the School District of Manatee County, donors, business partners, volunteers, and community stakeholders to expand MEF's impact and ensure its long-term sustainability.

WHAT YOU'LL DO

Leadership & Strategic Planning

- Provide visionary leadership that advances the Foundation's mission and strategic goals
- Develop and implement long term strategic and annual operating plans
- Foster a collaborative, mission driven organizational culture
- Serve as MEF's chief spokesperson and representative in the community
- Support and strengthen the Board of Directors through effective communication and strategic guidance

Fundraising & Resource Development

- Lead all fundraising initiatives to achieve annual revenue goals
- Cultivate and steward relationships with individual donors, corporate sponsors, foundations, and community partners
- Develop sponsorship opportunities for signature fundraising events
- Identify and pursue grant opportunities and oversee grant reporting
- Manage donor recognition and stewardship programs
- Expand annual giving and planned giving initiatives

Signature Event Management

- Provide executive leadership for all MEF fundraising events, including the annual golf tournament and Excellence in Education Awards
- Develop annual event strategies and revenue goals
- Recruit and retain corporate sponsors and negotiate vendor contracts
- Oversee event planning, budgets, logistics, and volunteer coordination
- Ensure sponsor activation, recognition, and post event evaluation

Education Program Leadership

- Oversee the planning, implementation, and evaluation of educational programs and initiatives
- Ensure programs align with district priorities and student needs
- Collaborate with district leadership, educators, colleges, universities, and community organizations
- Measure program outcomes and report impact to donors, sponsors, and the Board

Financial & Operational Management

- Prepare and administer the Foundation's annual operating budget
- Ensure sound financial management and responsible stewardship of resources
- Work with auditors and financial professionals to ensure compliance with nonprofit accounting standards
- Develop organizational policies, procedures, and risk management practices

Board Relations & Community Engagement

- Serve as the primary liaison to the Board of Directors
- Prepare agendas, reports, and materials for Board and committee meetings
- Build strong relationships with district leadership, business partners, colleges, civic leaders, volunteers, and donors
- Promote MEF's mission through community outreach, public speaking, and storytelling

WHAT WE'RE LOOKING FOR

Required Qualifications

- Bachelor's degree in Business, Nonprofit Management, Education, Public Administration, Communications, or a related field
- Executive Director experience preferred, demonstrating proven leadership in nonprofit management, education, fundraising, or a related field.
- Demonstrated success in fundraising and donor development
- Experience managing budgets and financial operations
- Experience planning and leading large scale fundraising events
- Strong written, verbal, and public speaking skills
- Ability to build collaborative relationships with diverse stakeholders

Preferred Qualifications

- Master's degree in a related field
- Experience working with a nonprofit Board of Directors
- Knowledge of K 12 education systems and educational foundations
- Experience leading charity golf tournaments or other signature fundraising events
- Grant writing and grant management experience

WORK ENVIRONMENT

This position offers flexibility in work location and schedule, balanced with the on-site presence needed for events, donor meetings, and board engagement.

Ready to Lead with Us?

To apply, submit a resume and cover letter to **DirectorSearch@MEFinfo.org**. Learn more about our work at **<https://mefinfo.org/about/>**.

Manatee Education Foundation, Inc. is an equal opportunity employer.