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**Headwaters Foundation Executive Director Job Description**

**Salary range:** $70,000 - $95,000 salaried position with opportunity to earn an annual performance bonus

**Benefits:** Generous paid time off plan, flexible work schedule, professional development opportunities, Family and Medical Leave (FMLA)

**About Us**

The Headwaters Foundation supports teachers and students in Rappahannock County Public Schools. Our vision involves implementing enriching programs that create opportunities for all students to succeed. Some of the initiatives our organization operates include:

* An After-School Enrichment Program offering enrichment clubs, outdoor time, academic support, and more;
* An early intervention reading program (READ) that supports student literacy by focusing on reading enjoyment, fluency, and comprehension;
* A College & Career Access Program that helps high schoolers develop a plan for life after graduation; and
* Educational Enrichment Grants to fund teachers as they implement innovative programs, projects, and ideas in their classroom/school.

**Position Summary**

The Executive Director of Headwaters is responsible for the organization's overall performance and reports to an engaged 12-member Board of Directors. Key responsibilities include financial oversight, executing a comprehensive fundraising plan, school and community relations, policy implementation, and supporting staff.

The Executive Director acts as the organization's public representative, ensuring strong relationships with the Board, Rappahannock County Public Schools, and community partners.

Candidates must demonstrate a history of effective leadership, strong communication skills, experience in nonprofit/business operations, and a firm understanding of financial management for organizations.

**Essential Duties and Responsibilities**

Leadership of organization (ongoing)

* Mission-Driven: Demonstrate a passion for supporting students and teachers in Rappahannock County Public Schools with enriching programs and opportunities to succeed
* Strategic Direction: Implement and evaluate the organization’s 3-year strategic plan, ensuring that goals and objectives are met in a timely manner
* Culture: Maintain and promote the organization’s culture of respect, collaboration, and camaraderie among staff and stakeholders
* Collaboration: Working with a 12-member Board of Directors, staff, committees, and community partners to achieve goals

Fundraising and Fiscal Oversight (50%):

* Generate high-quality grant proposals to submit to funders
* Identify suitable grant opportunities at the local, state, and federal levels
* Oversee and coordinate all development efforts, including donor events and fundraising campaigns
* Ensure compliance with funding sources and regulatory requirements (such as authoring grant reports)
* With the assistance of the Treasurer, prepare an annual budget and submit it to the Board for approval
* Monitor annual and program budgets
* Interface with bookkeeper, accountant, and other administrative staff to ensure income and expenses are properly coded, and effective audit trails are kept

Organizational Governance & Strategic Planning (10%):

* Regularly review and implement organizational policies
* Work with the Board on implementing Headwaters’ 3-year strategic plan
* Work with the Board and staff to set short-range objectives to meet the goals of the long-range plan

School and Community Relations (10%):

* Facilitate a strong relationship with Rappahannock County Public Schools’ Superintendent, School Board, staff, students, and families
* Serve as chief liaison with community organizations, individuals, and businesses
* Promote a visible positive image of Headwaters in the community

Programs (10%):

* Collaborate with the Director of Programs to ensure program objectives are being met and that budgets are being adhered to
* Provide support to staff in evaluating program goals and objectives

Administration and Marketing (10%):

* Hire, supervise, and evaluate staff members
* Administer Board-approved personnel policies
* Manage the Headwaters office, ensuring efficient and smooth-running operations
* Support communications staff by writing and/or proofing content for annual appeal letters, email appeals, the website, and the annual report
* Review and approve all marketing materials released to the public

Commitment to Board of Directors and Committees (10%):

* Cultivate and maintain a strong, balanced relationship with each Board member
* With the help of Board and Committee Chairs, plan meeting agendas and supporting materials
* Attend bi-monthly Board meetings and participate in meeting discussions
* Assist in identifying, recruiting, and training new Board members
* Participate in and plan the annual Board Retreat
* Provide the Board with timely information to help it reach sound decisions

**Required Experience/Qualifications**

* Bachelor’s degree or equivalent work experience in Nonprofit Management, Business Administration, Educational Leadership, Fundraising, Education, or a similar field
* Demonstrated success in leadership and/or nonprofit management
* Detail-oriented; able to meet project deadlines with accuracy
* Superb verbal and written communication skills

**Personal leadership characteristics that are meaningful to our team members:**

* Exhibit a passion for educational success for each student
* Understand the importance of building cohesive relationships with stakeholders
* Recognize the unique opportunities and barriers that exist when working in a small, rural community
* Demonstrate commitment to cultivating a respectful and inclusive culture
* Solicit and thoughtfully consider alternative ideas
* Good sense of humor

**How to Apply:**

Please submit a cover letter explaining your interest and experience as well as your resume, via email to director@headwatersfdn.org. Place the position title and your last name in the subject line. No phone calls, please.

The search committee understands that an expression of interest may be exploratory in nature. Candidate information will remain confidential until the final stages of the search. References will be requested later in the search process but will not be contacted without the candidate's permission.

Applications will be accepted until the position is filled. Within two business days, you will receive an email notification confirming your application submission, and further details will be provided.