



VACANCY ANNOUNCEMENT

TURNER FOUNDATION EXECUTIVE DIRECTOR

Seeking a Chief Executive Officer for the Turner Foundation. Successful candidate will be subject to the control of the Board of Directors, have general supervision, direction, and control of the business and officers of the corporation. The Executive Director shall attend all meetings of the Board of Directors and shall have the general powers and duties of management usually vested in the office of President of a corporation.

Successful candidate will:

- Oversee Board of Directors
- File State and Federal paperwork required of 501c3
- Schedule and run meetings (provide agenda items, determine pertinent business)
- Conduct membership drives (athletic events, back to school nights, etc.)
- Build relationships with community businesses
- Advertise on behalf of the Foundation
- Review applications of Foundation Board Members
- Provide annual update of Foundation affairs to TUSD 202 at convocation
- Update and Distribute student scholarships and teacher grant applications, collect applicants, compile before bringing application to the board
- Stay in contact with Foundation Treasurer in regards to Foundation financial matters

Visit <https://www.applitrack.com/turnerusd202/onlineapp/> to apply for this position. Please include the following:

- Application
- Letter of Interest
- Resume

Materials must be received by **April 29, 2022**
Position begins **July 1, 2022**