

Job Title: Director of AOC Education Foundation (AEF)

Position Summary:

The Director of the AOC Education Foundation will lead the strategic direction, growth, and management of the foundation's programs and initiatives, including fundraising, donor relations, sponsorship acquisition, outreach, STEM engagement initiatives, and scholarship management. This position is pivotal in ensuring the foundation's financial health and advancing its mission including developing and implementing the necessary infrastructure to support its growth. This role requires a proactive, strategic thinker capable of creating systems, processes, and programs from the ground up.

Key Responsibilities:

1. Strategic Leadership:

- Implement a comprehensive strategic plan for the foundation's growth and sustainability.
- Oversee programmatic initiatives, ensuring alignment with the foundation's mission.
- Collaborate with association leadership to align foundation goals with broader organizational objectives.

2. Fundraising & Sponsorship:

- Develop and assist the Fundraising committee in the creation and execution of fundraising campaigns, including annual giving, major gifts, planned giving, and corporate partnerships.
- Assist the committee in identifying, cultivating, and soliciting donors and sponsors, building long-term relationships to secure financial support.
- Manage donor recognition and stewardship programs to maintain strong relationships with existing sponsors.

3. Outreach & Community Engagement:

- Build relationships with educational institutions, industry stakeholders, and corporate partners to promote the foundation's mission.
- Organize and participate in outreach events, conferences, and networking opportunities to enhance the foundation's visibility.
- Develop communication strategies to promote programs, scholarships, and fundraising efforts.

4. Scholarship, STEM, & Program Management:

- Oversee the development and administration of scholarships, Future 5 Program, STEM, and other development initiatives, ensuring fair and transparent selection processes.
- Collaborate with educational institutions to establish partnerships for scholarships, grants, and other educational opportunities.
- Track and report the impact of scholarships and educational programs.

5. Budgeting & Reporting:

- Develop and manage the foundation's annual budget, ensuring fiscal responsibility.

- Provide regular reports to the board of governors and key stakeholders on fundraising progress, financial health, and program impact.

6. Board Relations:

- Work closely with the foundation's board of governors, providing regular updates on activities and progress.
- Assist in recruiting and managing board members and committees to support the foundation's initiatives

Qualifications:

- Bachelor's degree in nonprofit management, business administration, education, or a related field; advanced degree preferred.
- Proven experience in fundraising, donor relations, and sponsorship acquisition.
- Strong understanding of scholarship management and educational program development.
- Exceptional communication, networking, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including corporate partners, educational institutions, and association members.
- Experience in budget management and financial reporting.
- Demonstrated leadership and strategic planning abilities.

Preferred Qualifications:

- Prior experience leading or managing an educational foundation or similar nonprofit organization.
- Familiarity with association management and working with boards of directors.