

**Grandville Education Foundation
Executive Director Job Description
August 2010**



The main functions of the role of executive director are:

Fundraising
Event Planning
Record Keeping
Strategic Planning
Communicating

The ideal candidate will be:

- a resident of the Grandville Public School district
- interested in education and students
- able to use a computer for word processing, spreadsheets, email, Facebook (updates)
- proficient in both written and verbal communication skills
- detail oriented
- able to work alone / self-motivated
- able to work effectively with the board of trustees and school personnel

GEF Executive Director is a part-time position with a flexible schedule, ideal for a parent of GPS children.

Compensation is paid quarterly, \$ 8,000 / year.

Please send letter of introduction and resume to:

Judy Grifhorst, President
Grandville Education Foundation
O- 1187 Luce SW
Grand Rapids, MI 49534
jgrifhorst@aol.com