



EXECUTIVE DIRECTOR

Position Announcement | Newton Education Foundation

LOCATION Covington, GA	SALARY RANGE \$70,000 – \$80,000	REPORTS TO Board of Directors	ORG TYPE Non-Profit
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ABOUT NEF | POSITION OVERVIEW

The **Newton Education Foundation (NEF)** is a non-profit dedicated to enriching the educational experience of Newton County Schools students by bridging the gap between public funding and the evolving needs of modern classrooms. The **Executive Director** oversees all strategic and operational aspects of the organization — planning, budgeting, fundraising, and constituent relations — serving as the primary face and champion for public education across Newton County.

DUTIES & RESPONSIBILITIES

• Strategic Leadership & Vision

- **Visionary Leadership:** Leads board on aspirational vision; translates it for donors and constituents.
- **Strategic Planning:** Develops and implements long-term strategic plans with the board.
- **Operational Execution:** Translates vision into actionable plans and annual goals.
- **Program Oversight:** Vets and approves new programs and partnerships.

• Operations & People Management

- **Personnel Oversight:** Manages all internal operations and systems.
- **Internal Alignment:** Leads board committees to keep work aligned with goals.
- **Communication Strategy:** Creates and executes strategy to drive constituent engagement.

• Board & Community Relations

- **Board Partnership:** Ensures meetings are well-planned and strategically aligned.
- **Board Development:** Identifies, recruits, and trains new board members.
- **Institutional Partnerships:** Manages relationships with district and community partners.
- **Professional Presence:** Represents NEF in professional and community organizations.

• Fundraising & Resource Development

- **Primary Representative:** Serves as lead fundraiser and primary face of NEF.
- **Revenue Management:** Plans and supervises all campaigns, events, and grants.
- **External Growth:** Publicly speaks and tells NEF's story to expand the support base.

• Financial & Legal Stewardship

- **Fiscal Responsibility:** Oversees financial functions to ensure healthy fiscal position.
- **Audit & Compliance:** Works with contracted CPA; ensures IRS/state compliance.
- **Legal Documentation:** Crafts MOUs, scholarship agreements, and fund contracts.

Why NEF?

NEF sits at the intersection of community, education, and impact. This role is a rare opportunity to shape the academic future of an entire county — building programs, partnerships, and resources that give every Newton County student a fair shot.

QUALIFICATIONS & SKILLS

Education: Bachelor's degree required	Experience: Minimum 5 years of related experience
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Communication Excellent written & oral communicator; compelling public speaker.	Fundraising Proven track record with individual donors, sponsors, and grant writing.	Leadership Team-oriented manager who builds strong culture and community engagement.	Strategic Thinking Sees the big picture; builds partnerships that directly benefit youth.	Interpersonal Genuine enjoyment engaging diverse stakeholders at every level.
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All In for Kids | To apply, email your resume and cover letter to info@newtoneducationfoundation.org. *No phone calls, please.*