



**EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

- Bachelor's degree from a four-year accredited educational institution
- Demonstrated experience and success in development and fundraising
- Previous leadership experience in a non profit organization
- Demonstrated experience partnering with outside organizations for maximum efficiency
- Excellent communication skills including comfort presenting in front of small and large audiences
- Evidence of successful collaboration and an ability to work cooperatively with all stakeholders (the Board, school district staff, volunteers, sponsors, donors, parents and students)
- Microsoft Office Suite, CRM and social media platform fluency—Sales Force experience a plus
- Experience with endowment and or capital campaigns preferred
- Experience with website management preferred - WordPress experience a plus
- Extremely strong organizational skills
- Ability to work independently and proactively
- A passion for public education
- Familiarity with Eden Prairie Schools and the Eden Prairie Community preferred

**BENEFITS:**

Paid Time Off: The Foundation for Eden Prairie Schools offers up to 8 days of paid time off to be used at the discretion of the Executive Director.

**TO APPLY:**

Send a cover letter, resume and references via email to Suzanne Kutina, Board President, [skutina@foundationforepschools.org](mailto:skutina@foundationforepschools.org)

The Search Committee will accept applications until May 18, 2020.