



# Lansing Unified School District 469

200 East Mary Street  
Lansing, Kansas 66043  
913-727-1100  
www.usd469.net

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**Job Title:** Director of Lansing Educational Foundation

**Reports to:** Superintendent

**Purposes and Objectives of the Position:**

The Director of Lansing Educational Foundation serves as the liaison between Lansing USD 469 and Lansing Educational Foundation. The Director is also the point of contact for all foundation programs and will oversee all daily operations.

**Qualifications:**

- Bachelor's degree in Business (or related degree) or five years equivalent work experience
- Strong written and presentation skills
- High energy level and self-motivated
- Proficient with Word, Excel, Power Point, and Quickbooks
- Organized and detail orientated, able to work independently
- Event planning experience helpful

**Duties and Requirements:**

- Work with the board and appropriate committees to meet all aspects of the budget
- Oversee the Annual Fundraising Campaign
- Supervise the maintenance of accurate records of all fundraising activities, donations, event details, and donor database
- Serve as liaison between district and Lansing Educational Foundation and communicate needs of the district to the board
- Prepare budget and work with foundation treasurer to ensure an accurate account of funds
- Develop brochures, write letters, and other communications to promote the foundation
- Be integral in planning and implementing fundraisers or other foundation activities
- Attend and advise foundation executive board meetings and foundation board meetings
- Serve as advisor on foundation committees
- Work with LEF Event Coordinator to oversee all events
- Make presentations in and around the community to the school district, PTA, businesses, clubs, etc. to increase awareness of the foundation's existence and to obtain potential donations
- Prepares monthly Director of Lansing Educational Foundation report for BOE to be shared via Board Docs during each regular board meeting.
- Maintain file of Board meeting minutes, etc.
- Maintain schedule of events / tasks and prepare board meeting agendas
- Work with Director of Communication & Marketing to ensure website is up to date

- Perform other related duties as assigned.

*The district reserves the right to modify job duties or job descriptions at any time.*

### **USD 469 Board of Education Policies**

#### **Knowledge, Skills, and Abilities Required:**

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.