

Job Description – Foundation Committee Members

Bosco Catholic School System

Position Function

Work with and give guidance and direction to the Foundation Director to meet and get to know constituents who will support the ongoing operation and future development of the Bosco Catholic School System. Regularly evaluate the performance of the Foundation Director described in that person's Job Description.

Specific Duties of Position

Set up opportunities for the Foundation Director to meet one-on-one or in small groups to get the Foundation Director introduced to a broad range of people within the communities which support the Bosco Catholic School System.

Review Marketing, Communications, Education, Recruiting, Grant Opportunities, Timelines and other plans developed by the Foundation Director to best ensure success.

Work with Endowment Committees of Don Bosco and Immaculate Conception/St. Joseph Schools to assure that all plans to Raise Funds and drive future enrollment are in line with their investment strategies and funds distribution.

Appoint Mentor(s) to meet regularly with the Foundation Director to give overall direction and day-to-day advice to best assure immediate and long-term success of the Foundation Director.

Meet regularly (bi-weekly at first and then at least monthly?) to assure guidance of the Foundation Director is in line with expectations and goals and objectives are being met.

The Executive Director of the Foundation Committee develops, with the chair of the committee and the pastor, the agendas, supporting material and minutes of all meetings. Minutes of each meeting to be approved at the following meeting prior to publishing. Election of Officers?

Terms – Members are appointed to this Committee by the Executive Board of the Bosco Catholic School System School Board. Members will serve for a term of three years with two of the members rotating off each year. Initial appointments will be for one year for two members, two years for two members and three years for two members to establish rotation. The members appointed for a one year term will automatically be re-appointed for a three-year term following completion of their one year term to establish continuity.

Qualifications - Strong demonstrated fiduciary responsibility for the ongoing operation, growth and development of the Bosco Catholic School System.

Education – A college degree in any business-related field is desired. Public relations / fund raising experience would be a plus. Experience in education would be plus.

Skills, Knowledge & Abilities - Demonstrated ability to lead people and / or organizations and the ability to guide and develop people to best assure successful completion of targeted goals and objectives. Demonstrated ability to work with pastors and other church leaders. Demonstrated strong ethics and accountability.