

# EDUCATION FOUNDATION

## BILLINGS PUBLIC SCHOOLS



<b>JOB TITLE</b>	<b>Program &amp; Events Manager</b>
<b>APPLICATION PROCESS</b>	<b>Submit a resume, 2 letters of recommendation to:</b> <b>Education Foundation for BPS</b> <b>415 N. 30<sup>th</sup> Street</b> <b>Billings, MT 59101</b> <b>Or via email: <a href="mailto:foundation@billingschools.org">foundation@billingschools.org</a></b>
<b>CLOSING DATE</b>	April 30, 2024

The Foundation believes that all students in Billings Public Schools deserve a well-rounded education to prepare them for successful careers. The mission of the Foundation is to provide support to educators and students through philanthropy, connection and collaboration. We strive to give all students the tools they need to reach their greatest potential and to develop into engaged and productive citizens. Through endowments, scholarships, grants, and specific projects, the Foundation provides financial resources for students and educators in Billings Public Schools. Additionally, the Foundation serves as a partner with both our community and schools to support opportunities for volunteers, mentors, and community engagement. The Foundation works in cooperation with the public school system, but operates independently. The Education Foundation is led by an Executive Director and overseen by a volunteer board of directors composed of community leaders.

The Foundation’s major programs and activities include the Food Insecurity Programs, Saturday Live, Classroom Grants, Scholarships, Reading Rocks, Partners in Education, and special projects to improve student learning in our classrooms.

**Program & Event Manager:** The Education Foundation is seeking a talented, organized individual with strong communication skills to lead and facilitate events for the organization, as well as to help manage several Foundation programs.

**Position Requirements**

- Preferred Bachelor of Science or Arts in Marketing, Business, Education, or related field
- Strong communication skills, including oral presentation and written skills
- Experience in event planning
- Experience in program development/management
- Preferred grant writing experience
- Highly self-directed
- Strong people skills
- Strong organizational skills
- Computer literate (use of Microsoft Office Suite, email etiquette, internet, social media)
- Valid driver’s license, personal vehicle

### **Roles and Responsibilities**

- Program Management:
  - Oversee the following programs, coordinating with staff and Director to ensure all needs and goals are identified and met.
    - Partners In Education
    - Reading Rocks
    - Support Classroom Grants and BNSF Excellence in Education Award
  - Grant writing and reporting (if skillset is available)
  - SUV Raffle support
- Reading Rocks
  - Plan & Execute during the summer
  - Supervise seasonal staff
  - Grant Writing & Fund Recruitment for the program
- Event Planning
  - Saturday Live
    - Fully plan and execute the annual event, the largest fundraiser for the Foundation each year
    - Work with staff on sponsorships, communications and marketing
    - Organize Volunteers
    - Communication with School Groups, Volunteers, Steering Committee
    - Event Management and delegation from start to finish
  - Educator for a Day
    - Fully plan and execute the annual event
    - Communication with School District 2 stakeholders
    - Communication with identified Guest Educators
    - Work with staff on sponsorships and marketing of Event
    - Event Management and delegation from start to finish

### **Hours and Compensation**

- Reports to Executive Director
- Compensation is competitive based on experience
- Starting salary range \$33,000 - \$37,000, plus monthly fuel/vehicle use reimbursement, cell phone reimbursement, eligibility for 5% performance salary annually, and option to participate in organizational 403b with 3% organizational match.
- Eligible for paid holidays, vacation, and sick leave commensurate with generous organizational policy. Includes PTO for SD2's winter and spring breaks.
- Flexible hours and alignment with School District 2 calendar
- 1,240 hours/fiscal year – hours vary depending on time of year (25 hrs/40 weeks (school year) & 20 hrs/12 weeks (summer))