

Job Description for Bartlesville Public Schools Foundation Executive Director

Hours: Full-time

Reports to: BPS Foundation Board of Directors

Location: Bartlesville, Oklahoma

About the Bartlesville Public Schools Foundation

The Bartlesville Public Schools Foundation is a non-profit organization dedicated to fostering excellence and innovation in the Bartlesville Public Schools. The Bartlesville Public Schools Foundation provides financial resources, cultivates community partnerships, and celebrates achievements to engage students, empower teachers, and enrich learning within Bartlesville Public Schools.

The Foundation works closely with the Bartlesville Public Schools to align our fundraising efforts with its top needs and strategic priorities. We partner with the school district, district leadership, teachers, and community members to bring to life innovative programs to serve the 6,200 students within Bartlesville Public Schools.

Examples of these programs include Bruin Bright Ideas (awarding over \$57,000 in innovative teacher grants at all levels within our schools), Bruins on the Run (a no-cost after school running and mentoring program impacting approximately 120 fifth graders each year); Dolly Parton's Imagination Library (through which the Foundation has funded the delivery of over 50,000 books to young children across Washington County), Bruin Vision (ensuring issues with vision will not be a hurdle for students in need), and State of the Schools (a successful fundraiser and community engagement event where the community comes together to hear an update on the State of the Schools from our Superintendent).

For more information about the Bartlesville Public Schools Foundation, its programs and impact, please visit www.bpsfoundation.org.

Summary of Executive Director Position

The Executive Director of the Bartlesville Public Schools Foundation is responsible for consistent achievement of the Foundation's mission, annual goals and objectives through financial, program and administrative management. The Executive Director is a key representative of the organization to the public, key stakeholders and community partners. The Board of Directors and Executive Director chart the Foundation's future growth and strategic response to an ever-increasing demand for the organization's services. This is a full-time, salaried position that reports to the BPS Foundation's Board of Directors.

Key Responsibilities

The Executive Director oversees all aspects of the Foundation, including planning, budgeting, goal-setting, fundraising, operations, supervision of staff, including the BPSF Coordinator, and relationships with external stakeholders.

Programs

- Collaborates with school district and other stakeholders to establish and maintain programs that align with the funding priorities of our schools and staff to provide maximum benefit to our students.
- Manages all tasks associated with Foundation programs, including communications, logistics, reporting, and marketing for each program - ensuring all crucial follow through.

Development

- Work with the board of directors and development committee to establish and meet the funding goals of the Foundation, overseeing the design and implementation of both short and long-term fundraising programs for the sustainability and growth of the Foundation.
- Raise the visibility of the organization through the development and implementation of sustainable engagement campaigns geared to its various constituencies and general public.

Community Engagement/Marketing

- Serve as a public advocate, aware of and involved with community issues relevant to the Foundation's mission; acting to both assist educators and students, and to promote social change; collaborate with appropriate organizations to affect this.
- Position the Foundation as a critical friend to the District, City of Bartlesville, Chamber and other vital partners. Ensure the representation of Foundation programs and points of view to policy makers, task forces, advisory committees, funding bodies and the public.
- Direct communications, marketing, publicity and media of the organization.

Fiscal Management

- Ensure that the Foundation is fiscally sound. Work with the Board Treasurer, Finance Committee and Board to develop and maintain appropriate financial practices. Direct financial activities and make decisions consistent with the strategic plan and adopted policies.
- Work with the Bartlesville Community Foundation, Board Treasurer, Finance Committee, and the Board in preparing a budget and ensure that the organization operates within budget guidelines.

- Work with the Board Treasurer to oversee and perform daily financial operations of the Foundation.
- Ensures compliance with all IRS, state, and other regulations as required by law.
- Maintain and implement policies and processes relevant to the organization and day-to-day office functions.

Board Development

- Work closely with board leadership to recruit, train and maintain a strong, balanced board.
- Promote board engagement in critical thinking, strategic planning, resource/financial development, membership development and overall organizational wellness.
- Serve as the primary staff liaison for all board committees including Executive, Development/Public Relations, and Governance Committees. Responsible for overseeing the staffing of all committees.

Required Qualifications and Experience

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace
- Strong organizational and time management skills with the ability to prioritize multiple tasks and meet deadlines
- Demonstrated ability to work independently and as part of a team

Preferred Qualifications and Experience

- A bachelor's degree
- At least three years of executive leadership and/or nonprofit management experience
- Demonstrated experience with public relations and development
- Demonstrated experience working directly with a Board of Directors
- Demonstrated success coordinating fundraising appeals and campaigns.
- Demonstrated experience with budget creation and management.
- Passionate about the Foundation's mission and impact
- Adaptable, with willingness to accept change and to implement improved practices.
- Ability to make evaluative judgments, set priorities, and meet critical deadlines.
- Highly responsible and dependable with a strong work ethic.
- Excellent interpersonal, verbal, and written communication skills.
- Demonstrated ability to build and maintain relationships with a diverse set of individuals, including for-profit, nonprofit, and civic leaders; school personnel and community representatives.

Other Requirements and Working Conditions

This position will be a salaried position, primarily located in-office. However, due to events, programs, volunteer activities, and as-needed personal flexibility, there will be times that require remote work and work outside of normal operating hours.

Use of a personal vehicle required; legally registered and insured for daily use.

Use of a personal cell phone is required.

Salary Range and Benefits

Salary will be commensurate with education and experience. Benefits (health, dental and vision) are available through the Bartlesville Community Foundation. Employer contributions to a simple IRA; and paid vacation, holiday and sick leave. Monthly phone stipend provided.

Application Deadline: January 9, 2026

The Bartlesville Public Schools Foundation, as an affiliate of the Bartlesville Community Foundation, is an equal opportunity employer and values diversity at all levels of its organization. We encourage all qualified individuals to apply.