

Job description: Ready Set School Director

Reports to: Ready Set School Board President

Job Summary – Ready Set School (RSS) is a nonprofit organization that is funded through donations and the Winona County Collaborative in partnership with the Winona Community Foundation. The Ready Set School Director is responsible for the development and implementation of the RSS voucher program. The Director is the “face” of the organization, attending all fundraising events and handling media relations. The Winona Community Foundation will provide fiscal sponsorship which includes managing donor information and nonprofit tax reporting. Contractor will have posted office hours. Position requires an average of 50 hours per month with a flexible schedule.

Job responsibilities:

1. In cooperation with Winona county schools, disseminates voucher communications in the spring. Provides information to the schools about the application process and is available to meet with school staff if necessary.
2. Manages the application process, reviews applications to confirm eligibility, and distributes vouchers to eligible families in a timely manner. Vouchers should be distributed in July each year.
3. Is available to communicate with families about the application process.
4. Responsible for promoting RSS to schools and the community. Responsible for managing the RSS website and Facebook page. Develops materials to solicit donations.
5. Solicits grants on behalf of RSS and is responsible for any required reporting.
6. Prepares monthly reports for the RSS board and schedules regular board meetings.
7. Creates, promotes, and conducts fundraising events on behalf of RSS.
8. Solicits and distributes school supplies.
9. Assists WNB Financial with the annual Chili Cookoff and Summer Pool Party that promote RSS.

Qualifications – Candidate must have excellent organizational, computer, and communication skills. Ability to work with board, schools, funders, and families. Experience with nonprofit management, fundraising, and event planning preferred.