



Montgomery Blair High School Magnet Foundation, Inc.

www.mbhsmagnet.org

Keeping a special program special.

Executive Director

The Montgomery Blair Magnet Foundation is seeking a part-time Executive Director to manage and oversee the Foundation's activities and to broaden the scope and depth of our interaction with the Magnet, Blair High School, and the gifted community at large.

Areas of responsibility will include fund-raising, outreach, and event planning.

The ideal candidate will be a highly organized individual with a demonstrated passion for supporting the Magnet program or similar STEM programs.

Responsibilities include:

- Develop and execute a communications strategy to promote awareness of the Foundation within the Magnet faculty, staff, and student body; publicize Magnet and Foundation contributions within the broader Blair community and in the community at large.
- Develop and execute a fundraising strategy.
- Reach out to the broader community to prepare and attract a more diverse and highly qualified student applicant base.
- Liaise with policy-makers and government officials to ensure that the impacts of policy changes are understood.
- Advocate for gifted education.
- Develop annual budget and report regularly on budget and programming.
- Organize Magnet Foundation events and represent the Foundation at events.
- Network with MCCPTA, gifted parent groups and other selective magnets

Hours

- Flexible hours.
- 40-60 hours per month.
- Salary commensurate with experience.

This position will begin as a 6-month contract that will serve as a trial period.

Interested applicants should send a resume and cover letter to positions@mbhsmagnet.org.