

SOARING EAGLE ACADEMY



Position: Administrative Director
(Full Time Position)

Qualifications: Bachelor's Degree. Experience in planning, directing and coordinating a school based non-profit organization. Possess imagination, vision and passion for children with special needs. Proven knowledge of marketing and fundraising strategies. Demonstrate leadership in engaging the community and representing the organization. Knowledge of public education methods, emerging issues and challenges. Must possess excellent interpersonal skills.

Job Description: Plan and direct all aspects of the organization's nonprofit operations excluding school program operations. Serve as external voice of the organization in the community, engaging community leaders in the Academy's initiatives through dialogue, events, fundraising and other partnership and collaboration opportunities. Develop and execute strategic plans and fundraising strategies, ensuring financial stability. Research and identify diversified funding sources. Pursue, prepare and submit grant proposals. Create and distribute printed materials for promotional purposes. Organize, direct and support committee volunteers to achieve strategic and operational objectives of the organization.

Salary: Competitive and commensurate with experience

Benefits: To be determined

Soaring Eagle Academy is an Equal Opportunity Employer.