



11279 W. Grier Road, Suite 106
Marana, AZ 85653
(520) 682-4774
www.marana2340.org

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December 13, 2023

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The Marana Schools 2340 Foundation (the Foundation) was founded in 2012 as an independent non-profit organization. The mission of the Foundation is to provide support and resources for the Marana Unified School District to become a national model of educational excellence. Additional information about the Foundation is available on our website at 2340foundation.org.

The Foundation is accepting resumes from individuals interested in a part-time position as the 2340 Foundation Executive Director. Attached you will find a job description which outlines Key Responsibilities, Qualifications, and Ideal Experience for the position. Interested individuals are asked to submit a cover letter and resume by January 31, 2024. Documents will be accepted digitally at info@marana2340.org or mailed to 11279 W. Grier Road, Suite 106, Marana, AZ 85653. Documents will be reviewed, and three finalists will be selected for an interview in February of 2024.

I will be your point of contact if you have any questions. Do not hesitate to call me at 520-241-0665. Thank you in advance for your time, effort, and interest.

Sincerely,

A handwritten signature in cursive script that reads "J Truitt". The signature is written in dark ink on a white background.

Jan Truitt
President

Executive Director
Marana Schools' 2340 Foundation

The Executive Director provides leadership for the effective and efficient operation of the Marana Schools '2340 Foundation. The Executive Director is responsible for the growth and preservation of Foundation resources, and the administration of programs, operations, policies and events. The Executive Director reports to the 2340 Foundation Board of Directors and shares responsibility with the Board for advancing the Foundation mission and strategic direction to become a national model of educational excellence.

Key Responsibilities

- Cultivate and maintain relationships with community members, foundations, and corporations.
- Serve as the Foundation's primary spokesperson in the community through speaking at engagements and providing a presence at events.
- Solicit and steward a portfolio of donors to grow the Foundation's resources and Endowment, including sustaining diversification of revenue to reduce dependence on any single source of funding.
- Plan and manage fundraising and celebration events.
- Maintain a donor database system.
- Research and pursue grants, endowments, and legacy giving.
- Manage social media and general marketing to support brand awareness and fund development.
- Prepare and present an annual report of the Foundation's status and accomplishments to the Foundation Board and the Marana School District Governing Board.

Qualifications

- An undergraduate degree is required, preferably in Business Administration, Marketing, Non-profit Management, or a business related field.
- Any combination of education, training, and experience that demonstrates the ability to perform the position's duties.

Ideal Experience

- Vision and passion for serving in an educational setting.
- Knowledge of education and educational funding.
- Successfully built and maintained relationships with strategic partners.
- Successfully secured major gifts and grants.
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders.
- Experience using modern technology, fundraising technology, and social media.
- Strong written and verbal communication skills

Salary - \$30,000/year