

**Center Education Foundation
Foundation Management Agreement
Scope of Services**

Overview

The Foundation Management Services agreement generally covers the role of the Executive Director for the Center Education Foundation. The scope of services covers all aspects of managing and leading the Foundation's activities on a day to day basis. The agreement is overseen by the Foundation Board of Directors.

Specific Services

Administrative

- File annual business registration
- File other city, state, federal reports as needed
- Maintain Foundation website
- Respond to phone, mail, email, and social media inquiries as needed
- Monitor Foundation mailbox (UPS Store at 1221 W 103rd St - box 164)

Technology

- Maintain current software licenses for Foundation technology services
- Provide your own technology devices (computer, cell phone, printer, internet access) for use with Foundation activities

Financial

- Assist Foundation treasurer and bookkeeper with financial accounting & reporting

Event Planning

- Create committees to plan and execute the following events, including recruit sponsors, sell tickets
 - Fit58 5K Run (generally in October)
 - A Center Celebration (generally in April) - includes an online silent auction
 - Manage Distinguished Alumni process, including:
 - Homecoming (generally in September or October)
- Others as determined by the Board

Fundraising campaign planning & execution

- Create committees to plan and execute the following fundraising campaigns, including use of the Network for Good Donor Management system
 - Impact Center Schools campaign to benefit Serve the World Charities' program for homeless families (fall)
 - Memorial tribute campaigns as needed
 - Other campaigns as determined by the Board

Manage the grant application, review, approval, and award process

- Promote grant availability to teachers, distribute forms, manage applications, prepare data for Board review & approval, notify applicants of results, and present awards

Alumni Relations

- Maintain strong relationships with alumni to generate support for Foundation fundraising

Center Museum

- Work with Museum volunteers to maintain a strong and active Museum as a way to build relationships with alumni and community members

Board of Directors Support

- Support Board meetings, providing all reports and materials needed for effective oversight and decision making

Center School District relationship

- Work closely with District leadership and staff to support fundraising and grantmaking programs

Community relations

- Participate with various community organizations (South KC Chamber, South KC Alliance, Center Planning & Development, Marlborough Community Coalition, Caring for Kids Network, Communities that Care) to promote the Foundation

Marketing

- Market Foundation activities through a monthly newsletter, social media, and personal relationship building to staff, parents, community members, corporate partners, and alumni