The Green Dragon Foundation
Executive Director
Position Description

Reports to: Board of Directors
Supervises: Staff, Interns, Volunteers
Status: Could be full-time or part-time, Exempt
Location: 115 Farley Circle, Suite 306, Lewisburg, PA 17837
Revised: November 2026

About The Green Dragon Foundation

Mission:
The Green Dragon Foundation (the Foundation) enhances our student experience, assists our teachers and staff, and enriches our community by raising funds to support the priorities of the Lewisburg Area School District (District).

Vision:
Working in alignment with the priorities of the District, the Foundation will enrich the educational experience of every student by enhancing their opportunities to learn, explore, and discover themselves.

Core Principles:
- Align with LASD Priorities benefiting Students and Teachers
- Thoughtful, Meaningful, and Prudent Stewardship
- Professional Practices
- Sustained Growth
- Collaboration with Partner Organizations

Position Summary
The Executive Director (ED) serves as the chief executive officer of the Foundation and is responsible for advancing its mission through visionary leadership, strategic fundraising, sound financial management, organizational excellence, and strong community partnerships. The ED serves as the Foundation's chief development officer, chief relationship builder, and primary public representative.

If full-time, the ED would be expected to personally lead the Foundation's major gift fundraising efforts and devote significant time to cultivating donors, securing philanthropic investments, and expanding the Foundation's endowment, annual giving, and planned giving programs.

If part-time, the ED would be expected to oversee the part-time Director of Development & Marketing who would lead the Foundation's fundraising efforts. The ED would devote some time to cultivating donors, securing philanthropic investments, and expanding the Foundation's endowment, annual giving and planned giving programs.

Working closely with the Board of Directors (Board), the ED develops and implements strategies that strengthen the Foundation's long-term sustainability.

ESSENTIAL RESPONSIBILITIES

Strategic Leadership

The ED works collaboratively with the Board to establish and implement the Foundation's strategic direction.

Responsibilities include:

- Leading implementation of the Foundation's strategic plan
- Recommending future priorities and initiatives
- Identifying opportunities that strengthen the Foundation's impact
- Promoting innovation while maintaining alignment with District priorities
- Measuring organizational performance and outcomes
- Building a culture focused on service, collaboration, and continuous improvement

Fundraising and Resource Development

The full-time ED leads all fundraising activities and develops a comprehensive philanthropic strategy to support the Foundation's mission.

Responsibilities for the full-time ED include:

- Cultivating and stewarding relationships with individual, corporate, and foundation donors
- Soliciting major gifts and leading capital or endowment campaigns as appropriate
- Supporting Board members in fundraising activities
- Developing donor stewardship strategies that encourage long-term investment
- Expanding annual giving, planned giving, sponsorships, grants, and endowment support
- Maintaining strong relationships with alumni, parents, businesses, and community partners

The part-time ED oversees all fundraising activities and directs the philanthropic strategy that supports the Foundation’s mission.

Responsibilities for the part-time ED include:

- Leading capital or endowment campaigns as appropriate
- Supporting board members in fundraising activities
- Maintaining strong relationships with alumni, parents, businesses, and community partners

And managing the part-time Director of Development & Marketing who is responsible for:

- Cultivation and stewardship of individual, corporate, and foundation donors
- Solicitation of major gifts
- Development of donor stewardship strategies that encourage long-term investment
- Expansion of annual giving, planned giving, sponsorships, grants, and endowment support

Financial Leadership

The ED ensures responsible stewardship of Foundation resources.

Responsibilities include:

- Preparing the annual operating budget subject to approval by the Board
- Monitoring revenues, expenditures, and cash flow
- Providing regular financial reports to the Board
- Managing donor-restricted funds in accordance with donor intent
- Overseeing accounting, investments, audits, IRS Form 990, and Pennsylvania charitable filings
- Working closely with the Finance & Investment Committee to ensure long-term financial sustainability

Board Partnership and Governance

The ED serves as the Board's chief advisor and partner.

Responsibilities include:

- Supporting effective governance practices
- Planning Board and committee meetings with Board leadership
- Providing timely and accurate information to assist Board decision-making
- Implementing Board-approved policies and strategic initiatives
- Serving as a non-voting member of the Board

Community Relations and Communications

The ED serves as the Foundation's primary ambassador.

Responsibilities for the full-time ED include:

- Representing the Foundation throughout the community
- Building relationships with district leadership, alumni, parents, businesses, and civic organizations
- Speaking at community events
- Increasing public awareness of Foundation programs and impact
- Working with media and digital communication platforms
- Promoting a positive public image for the Foundation

Responsibilities for the part-time ED include:

- Representing the Foundation throughout the community
- Building relationships with district leadership, alumni, parents, businesses, and civic organizations
- Speaking at community events
- Overseeing the:
    - Increase of public awareness of Foundation programs and impact
    - Working with media and digital communication platforms
    - Promotion of a positive public image for the Foundation

Organizational Leadership

The ED manages the Foundation's day-to-day operations while developing a high-performing organizational culture.

Responsibilities include:

- Recruiting, supervising, mentoring, and evaluating staff
- Managing volunteers and interns
- Developing policies and operational procedures
- Ensuring compliance with all legal, financial, and employment requirements
- Negotiating and executing contracts
- Maintaining effective office operations
- Promoting an inclusive, collaborative, and mission-focused workplace

Professional Expectations

The ED is expected to:

- Demonstrate unquestioned integrity and ethical leadership
- Maintain confidentiality
- Exercise sound judgment
- Communicate effectively and professionally in person, in writing, and through social media
- Build trust with donors, volunteers, staff, Board members, and community partners
- Represent the Foundation positively both professionally and personally
- Foster a culture of accountability, transparency, and stewardship

Qualifications

Required:

- Bachelor's degree
- Demonstrated leadership experience in nonprofit management, education, philanthropy, business, or a related field
- Proven fundraising success, including personal gift cultivation and solicitation
- Experience managing budgets and organizational finances
- Excellent written, verbal, and presentation skills
- Keyboarding, Microsoft Office Products, Zoom and other online meeting software, and accounting skills
- Strong interpersonal and relationship-building abilities
- Ability to think strategically while managing day-to-day operations
- Ability to effectively manage multiple initiatives concurrently
- High ethical standards and sound professional judgment
- Valid driver's license and reliable transportation

Preferred:

- Five or more years of nonprofit executive or development leadership experience
- Knowledge of nonprofit accounting and charitable regulations
- Experience working with nonprofit boards
- Familiarity with donor database software and fundraising technology
- Experience with planned giving, endowment development, and capital campaigns
- Familiarity with LASD, its administrators, and teachers/staff
- Knowledge of the Lewisburg area community
- Knowledge of public education or education foundations

Work Schedule

This could be a full-time or part-time exempt position that is based in Lewisburg, Pennsylvania.

The normal office schedule is Monday through Friday during regular business hours. Evening and occasional weekend work is expected to accommodate Board meetings, fundraising events, donor visits, and community activities.

Hybrid work arrangements may be considered when operational needs permit.

Travel throughout the region and occasional out-of-area travel are expected.

Compensation

Salary is competitive and commensurate with qualifications and experience.

Benefits include:

- Paid Time Off (PTO), which includes vacation and sick leave
- Paid holidays
- Professional development opportunities

How to Apply

To apply, please send a cover letter and resume by email to the attention of Mr. Robert Kallin, Board President, at info@greendragonfoundation.org by December 8, 2026. Applicants must explicitly specify in their cover letter whether they are applying for the Full-Time or Part-Time position. Applications will be reviewed on a rolling basis until the position is filled.

References are not required with the initial application. Finalists will be asked to provide the names and contact information of three professional references later in the interview process. References will not be contacted without the candidate's prior knowledge.

Clearances

Employment is contingent upon satisfactory completion of the Pennsylvania State Police Criminal History Record Check, the Pennsylvania Child Abuse History Clearance, and the FBI Criminal History Background Check.

Equal Opportunity Employer

The Green Dragon Foundation is an equal opportunity employer. The Foundation does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.