**Chief Executive Officer, Bush Foundation Standard Job Description**

**Classification Title:** Chief Executive Officer, Bush Foundation

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Executive Officer, Bush Foundation, under general direction, supervises the foundation staff, runs daily operations and maintains a liaison with the George Bush School and the George Bush Presidential Library Museum. Maintains close contacts and work directly with Texas A&M officials in helping to maintain the Library Center and its programs.

**Essential Duties/Tasks:**

**40% Fundraising and Financial Support**

* Raises funds to maintain the Foundation’s endowment and operational expenses.
* Secures financial support from various sources to sustain the Foundation’s initiatives.
* Provides financial and operational support, as directed by the Board of Directors, to the Bush School of Government & Public Service and the Presidential Library & Museum.
* Develops and executes fundraising strategies to ensure financial stability for the Foundation’s programs.

**20% Strategic Planning and Program Development**

* Provides strategic planning for the various components of the Library Center and coordinates their activities.
* Creates and maintains various educational, cultural, and policy-oriented programs through the Foundation.
* Collaborates with leadership to design and implement the Foundation’s programs.
* Monitors and evaluates the effectiveness of educational and cultural programs, adjusting strategies as needed.

**10% Community Outreach and Engagement**

* Maintains outreach to the community to keep the Library Center as an integral part of the local community.
* Engages with local organizations and individuals to promote the Foundation’s mission and activities.
* Develops relationships with community leaders to strengthen the Foundation’s presence and impact in the area.

**10% Operational Support and Coordination**

* Coordinates operational activities and ensures that all components of the Foundation work efficiently.
* Assists in managing day-to-day operations and logistics for the Foundation’s various programs.
* Ensures all activities and events are executed in line with the Foundation’s goals and operational guidelines.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree

**Required Experience:**

* Ten years of experience in direction and management of a foundation. Ten years of experience with a master’s degree. Seven years of experience with a Doctoral degree. Experience must include five or more years’ experience in fundraising, community outreach and/or development of educational, cultural, and policy-oriented programs.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Oral and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Must be able to work outside of normal business hours.
* Must work weekends and holidays as required.
* Must be able to travel within and outside of the State of Texas on a regular basis.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 