



## Job Description

Employee name:	Open
Job title:	Director, Braunfels Foundation Trust
<b>Summary</b>	
<p>The Director of the Braunfels Foundation Trust (BFT) is responsible for the planning and implementation of the many programs of the BFT to include the scholarship programs, the Baron/Baronesses of the Trust, the Living Legends Award, and several events. The Director is responsible for managing the Leadership New Braunfels (LNB) program to include Adult LNB, Youth LNB, and the LNB Alumni Association. The Director works collaboratively with members, trustees, and committees to develop and execute a comprehensive fundraising strategy.</p> <p><u>About the Braunfels Foundation Trust</u> The Trust is a 501(c)(3) nonprofit founded in 1974 in New Braunfels, Texas. Following the devastating flood of 1972, the good people of Braunfels, Germany, our city's namesake, presented New Braunfels with a monetary gift of \$1,500 to be used as seed money for the development and launch of the Braunfels Foundation Trust.</p> <p><u>About the Chamber</u> We are a membership organization that represents more than 1,600 local businesses. We partner with the public sector to administer tourism marketing and job growth for the community. We work to strengthen the local economy, advocate for our members and the community, advance community excellence, and deliver value to our members.</p>	
<b>Roles and responsibilities</b>	
<p><u>Stakeholder engagement:</u></p> <ul style="list-style-type: none"><li>• Generate agendas, create packet materials, and ensure effective communication for BFT Trustee meetings and committee meetings</li><li>• Manage the Baron/Baronesses membership program, ensuring effective communication, event planning, and retention</li><li>• Manage highly functional working relationships with school district counselors, CTE directors, and educational providers</li><li>• Serve collaboratively as a staff member of the Chamber, developing and implementing BFT programs in alignment with organizational strategies and objectives</li><li>• Effectively budget and fundraise, as well as develop and collaborate with teams of volunteers to support BFT programs and initiatives</li></ul> <p><u>Programs and initiatives:</u></p> <ul style="list-style-type: none"><li>• Administer the First Step Career Tech Scholarship program</li><li>• Administer the Living Legends Award program</li><li>• Effectively budget and fundraise, as well as develop and collaborate with teams of volunteers to support a variety of Trust programs and initiatives including:<ul style="list-style-type: none"><li>○ The Celebration Luncheon</li></ul></li></ul>	

- Quarterly membership socials
- Scholarship reception
- Tablesapes

Leadership New Braunfels

- Serve as the program manager for Leadership New Braunfels, Youth Leadership New Braunfels, and Leadership New Braunfels Alumni
- Develop new initiatives under the LNB umbrella, expanding the reach and scope of the program
- Pursue funding through sponsorships and grants

Qualifications and skills

Minimum qualifications

- Bachelor's degree in business or related field
- Minimum three years program and project management experience
- Any combination of education and experience may be considered as a substitute for a degree or years of experience
- A valid driver's license

Knowledge, skills, and attributes

- Ability to identify needs and independently resolve potential problems
- Ability to make decisions, exercising reasonable independent judgment and discretion with minimal guidance and/or supervision
- Ability to maintain confidentiality and appropriately disseminate information
- Ability to follow up on task commitments and give updates as needed
- Ability to work efficiently under pressure and meet deadlines, while maintaining courtesy and professionalism
- Ability to develop and maintain effective working relationships with colleagues, managers, volunteers, and partners
- Excellent written and verbal communication skills
- Skill in organizing workflow and managing multiple projects

Working conditions and physical demands

- Prolonged periods of sitting at a desk and working on a computer
- Repetitive motions, including but not limited to typing or writing
- Listening/hearing and receiving detailed information through oral communication, including over the telephone
- Seeing details of objects and print, to include fine print and to include both electronic and hard copy text
- Must be able to lift and carry up to 40 pounds

I acknowledge that I have received, read, and understand this Job Description. I agree to perform to the best of my abilities the functions and duties described herein, with or without reasonable accommodation. I understand that this Job Description does not constitute an employment contract or alter my "at-will" employment status. I further understand that the duties and responsibilities described in this Job Description are subject to change or modification, as determined by management, and that I am responsible for performing any job duties, or other tasks, and responsibilities that may be assigned, and/or directed by management.

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Employee name

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Date

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Signature