

CENTRAL UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Executive Director, Foundation for Central Schools

REPORTS TO: Superintendent and Board of Directors **CLASSIFICATION:** Classified Confidential

WORK YEAR: 12 months

SALARY: \$58,636 - \$71,294

ORGANIZATION SUMMARY:

The Foundation for Central Schools, established in 2003 as an independent non-profit public charity, was formed to encourage increased community involvement and investment in our schools. The mission of the Foundation is to provide support for student performance by mobilizing community investment in our pillars of academics, athletics, agriculture and the arts. We support a variety of fundraising activities and a strong desire to increase our endowment giving.

PRIMARY DUTIES AND RESPONSIBILITIES:

The Executive Director will serve as the lead development staff and manager of the Foundation for Central Schools with primary responsibility for providing fundraising direction and leadership, operational direction and oversight. The director will report directly to the School Superintendent and work closely with Foundation Board of Directors to set strategic direction.

EDUCATION AND EXPERIENCE / KNOWLEDGE AND ABILITIES

Bachelor's degree is preferred and a minimum of 5 years of professional experience in fundraising and success in securing gifts. This position requires excellent leadership skills, sales and marketing abilities, verbal and written communication skills, and sound judgment.

KEY PRIORITIES AND RESPONSIBILITIES:

The Executive Director will be expected to:

- Help set and meet fundraising goals for annual fundraising campaigns
- In conjunction with the Board of Directors, research donors, cultivate donor relationships and help secure major gifts
- Maintain and develop sponsorship relationships
- Develop and oversee administrative functions in compliance with non-profit guidelines and practices, laws and by-laws
- Provide support to board committees
- Work with board to develop new programs based on strategic fundraising visions
- Implement a strategic marketing/communications plan and serve as an effective and visible spokesperson for the Foundation for Central Schools with donors and clients
- Supports the Board of Directors and the programs and policies it establishes for the Foundation
- Demonstrates commitment to the mission, goals and objectives of the Foundation and its Board of Directors
- Leads the Foundation's grant making activities, evaluation procedures, monitors grantee compliance and assures the proper distribution of approved grants
- Analyzes, evaluates, and communicates the Foundation's strategic position and current status to the Board in a timely manner with appropriate recommendations
- Performs systematic analysis of local, state, regional and national issues and trend and applies knowledge as appropriate to the benefit of the Foundation
- Develops Annual Plan and Budget for review by the Superintendent and Foundation Chair and the Foundation Board's Approval
- Drafts and composes written and published materials

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; frequent interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal; seeing to read work orders and other information, hearing and speaking to exchange information, sitting, standing, or walking for extended periods of time.