

# Rincon Valley Education Foundation

## Executive Director Job Description

FTE: .75

Salary: \$40,000 to \$50,000 based on qualifications

**Position Description:** The Executive Director is responsible for the daily administration and management of the Foundation, which includes but is not limited to annual fund development, marketing, supervision and coordination of paid staff and volunteers, and business operations in accordance with standard not-for-profit practices. The Executive Director works with and supports the Board of Directors to define its priorities, build and develop teamwork among Board members and other volunteer leaders, and ensure program and fiscal accountability.

### Responsibilities:

Primary responsibilities include supervising all development, program and administrative activities, and overseeing compliance with all federal and state regulations regarding the foundation and will include:

#### Management and Administration

- Provide leadership in developing and carrying out strategic, organizational and financial plans with the Board of Directors
- Promote active and broad participation by volunteers in all areas of the Foundation's work
- Maintain a working knowledge of significant developments and trends in philanthropy and education foundation in general
- Oversee maintenance of donor and alumni databases to ensure all are up to date and accurate
- Work cooperatively with RVUSD staff in the development of in-school programs that support RVEF's mission of educational excellence for all students
- Coordinate activities of RVEF staff and related contractors, under the direction of the Board of Directors
- Recruit teachers, market, and manage After School Enrichment class program
- Encourage Board and volunteer development and education

#### Fundraising

- Direct all fundraising efforts including major gifts, annual appeal renewals, and other personal individual solicitation including donor cultivation, recognition and acknowledgement for the Foundation
- Research and seek out Grant opportunities that fit within the RVEF Goals and Objectives
- Accompany Board members to solicitation meetings
- Direct all fundraising efforts for corporate, parent and community support
- Direct and manage events as directed by the Foundation Board
- Provide leadership in developing synergistic, district-wide fundraising plans with the RVUSD
- Communicate regularly with the RVUSD Superintendent with regard to tactical plans

### **Board Relations and Board Communication**

- Assist the Board in maintain and promoting the vision and mission of the foundation
- Initiate and assist in recommending and developing policies and setting priorities
- Communicate regularly with the President and the board keeping them fully informed on the condition of the foundation and other important factors affecting the health of the organization
- Serve as staff liaison to Bard committees as appropriate
- Assist in the recruitment, selection and orientation of new Board members and officers
- Assist the President in planning the agenda and materials for the Board meetings and the annual retreat
- Provide an Executive Director Report, a written summary of activities, at Board meetings
- Attend Board meetings

### **Public Relations and Communications**

- Develop and implement marketing timeline and communications plan approved by the Board
- Establish and strengthen working relationships with the Principals, the RVUSD Superintendent, the School Board and the Community
- Identify and develop new partnership with business and community leaders
- Ensure appropriate representation, as a RVEF spokesperson, to all community stakeholders and local media
- Responsible for all printed, website, social media and electronic communications including Facebook page, event programs, brochures, flyers and all other publications

## **Qualifications**

### **Education**

- BA or BS and appropriate professional experience

### **Experience**

- Experience in senior level management
- Significant and measurable experience in fundraising in a nonprofit organization
- Executive Director or Development Director experience preferred

### **Characteristics, Knowledge, Skills and Abilities**

- Demonstration of leadership, sense of vision and ability to motivate others
- Strong interpersonal skills and a professional demeanor and presentation
- Strong verbal, written communication, listening, and public speaking skills
- Strong analytical skills
- Experience and strong ability to work with and support the Board of Directors
- Ability to work effectively with a diverse population of volunteers, school administrators, faculty, students and parents

- Extensive knowledge of finance and budgeting
- Demonstration of initiative, creativity and follow-through
- Ability to multi-task and be in control of numerous tasks at any one time with a strong sense of organization
- Passionate about education, and supporting Rincon Valley public schools, teachers and students

To apply for this position, please submit a cover letter and resume to:

Rincon Valley Education Foundation  
Attn: Executive Director Search Committee  
P.O. Box 5574  
Santa Rosa, CA 95402

Deadline to apply: 5:00 pm on Tuesday, September 25, 2018