

Springfield Public Schools Executive Director

Springfield Education Foundation

REQUISITION

Job Details

Title

Executive Director - Springfield Education Foundation

Description

The Springfield Education Foundation (SEF) is a nonprofit, 501(c)3 organization with the mission *To empower student success through community engagement.* With an official relationship with Springfield Public Schools (SPS), SEF raises and invests funds to support the nearly 11,000 students attending Springfield Public Schools. As a growing foundation, governed by an active 25-member board of directors, SEF provides a dynamic, professional and rewarding work environment.

Position Summary

The Executive Director is a highly-skilled nonprofit professional who, in partnership with the SEF Board of Directors, will advance the mission of the SEF by generating and increasing financial support and enhancing community involvement. This position is responsible for identifying, soliciting and cultivating relationships with new donors, retaining and building upon the existing donor base and creating and implementing strategic development objectives. The Executive Director directs public-facing communication for the SEF and cultivates visibility for the organization throughout the SPS District and the community. The position includes oversight of staff positions, regular collaboration with the SPS District, and direction of day to day operation of the organization. The Executive Director reports to the SEF Board of Directors.

Required Qualifications

- Minimum of five years' experience in a non-profit or similar leadership capacity
- Bachelor's Degree or relevant work experience
- Proven history of meeting or exceeding fundraising goals from various sources including but not limited to major donors, events and businesses
- Demonstration of creating and developing collaborative relationships including but not limited to strategic stakeholders
- Demonstrated effective interpersonal, oral (public speaking) and written communication
- Strong organizational and technological skills
- Ability to work independently with proactive focus and initiative
- Experience overseeing financial management and budget planning for organizations
- Commitment to diversity and inclusion

Preferred Qualifications

- Public relations experience
- Experience working for a Board of Directors, preference for experience with a volunteer Board of Directors
- Grant writing experience and documented success in securing grant funding
- Experience with an education-focused organization or school district preferred
- Spanish Bilingual

Primary Responsibilities

Development

- Strategic development, oversight and implementation of all development/fundraising efforts including annual fund giving, major gifts, planned giving and grants
- Solicitation and cultivation of relationships with major donors
- Maximize donor retention
- Develop and implement strategies for fundraising for targeted segments, including individuals, major donors, businesses, alumni, and community groups
- Coordinate and write grant and endowment requests
- Ensure donor follow up and recognition with ability to work in the donor database

Communication, Marketing, and Collaboration

- Oversee and align all public communication and marketing with the SEF's vision and brand
- Increase public awareness of the organization
- Cultivate and maintain a strong relationship with Springfield Public Schools to most effectively accomplish the SEF mission
- Develop and organize speakers, site visits, reports, and storytelling that demonstrate the results of the organization's efforts to the board, donors, and Springfield Public Schools

Strategic Planning, Leadership, Board Engagement

- Coordinate with the SEF Board of Directors to ensure strong communication and alignment across individuals, committees and work teams
- Work with all of the SEF Board-led committees as needed to provide leadership, guidance and feedback that ensures effective communication about and execution of events, marketing, and programs
- Coordinate volunteers supporting the SEF
- Oversee, document, and report on strategic planning processes and results

Financial Oversight and Administration

- Responsible for the financial management of the organization including management of fiscal sponsorship agreements and restricted funds
- Work with the Finance Committee and staff to manage the budget and daily financial administration
- Provide clear direction, leadership, and oversight to the staff positions, cultivating effective execution of organizational functions and alignment with SEF's core values

Posting Begins: Monday, January 13, 2020
Open until filled

Application Review: First review of applications will begin Friday, January 31, 2020

Salary and Benefits: \$55,000-\$70,000 based on qualifications. Additional benefits are available.

Application Guidelines

Applicants should apply through Talent ED Hire. Go to www.springfield.k12.or.us and click on the "Join Our Team" link. Locate the Administrative Postings button and click on the link, which takes you to TalentEd Hire.

The cover letter should address why the applicant is interested in this position and describe experience relevant to the four primary job responsibilities. References may be requested after the initial application process.

The Springfield Education Foundation recognizes and embraces the diversity and worth of all individuals and groups and their roles in society. SEF does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities, programs, or employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.