



Executive Director

Job Description

Introduction

The Piedmont Unified School District (PUSD) in Piedmont, California, includes three elementary schools, a middle school and two high schools. The Piedmont schools receive significant community support in terms of parent and community volunteer effort and financial support. The mission of the Piedmont Education Foundation (PEF) is to promote academic excellence, champion innovation, and provide sustained financial support to PUSD. In order to achieve this mission, PEF raises funds, facilitates communications, and supports volunteers. PEF's activities are managed by its Board of Directors, committees, and office staff. The office staff supports fundraising campaigns, events and communications, assists parent and community volunteers, and manages the fundraising database. The PEF staff currently consists of three part-time positions, for a total of 1.6 full-time equivalent.

Position Summary

The Executive Director (ED) is responsible for successful leadership and management of the organization, according to the direction set by the Board. The ED is accountable for the organization's consistent achievement of its mission and financial objectives. The ED will manage the PEF staff, and the ED will report to the Board of Directors. The primary roles of the ED are to:

- Be an ambassador for PEF
- Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
- Lead PEF's fundraising and development activities, with the help of the board and volunteers
- Provide leadership in developing program, organizational and financial plans and organizational policies with the Board of Directors and staff, and carry out plans and policies authorized by the Board
- Promote active and broad participation by volunteers in all areas of the organization's work
- Maintain official records and documents, and ensure compliance with all federal, state and local regulations
- Maintain a working knowledge of significant developments and trends in education, educational finance, and education foundation support for school districts

Responsibilities

- Communicate with all constituencies of the organization:
 - Keep the Board of Directors fully informed about the condition of the organization and all important factors influencing it
 - Publicize the activities of the organization, its programs and goals
 - Communicate and coordinate effectively with PUSD leadership and personnel
 - Establish sound working relationships and cooperative arrangements with community groups and organizations
 - Represent the strategic intent and point of view of the organization to agencies, organizations, and the general public
 - Oversee the development and implementation of all communication vehicles, including emails, newsletters, social media, websites, letters, brochures and reports in order to ensure that materials are high quality and reflect PEF's image
 - Act as an ambassador for PEF by attending all relevant meetings and events
- Oversee the planning, implementation and evaluation of the organization's programs and services, with a focus on fundraising to meet PEF's financial objectives:
 - Work with the Board, committees and volunteers to create and implement successful fundraising campaigns, including establishing goals, developing communications, and measuring performance
 - Create an innovation orientation within the organization, including developing new fundraising and program ideas to adapt to a changing environment
 - Ensure that the programs, services, and events carried out contribute to the mission of the organization and reflect the priorities of the Board
 - Monitor the day-to-day activities of the programs and services of the organization to ensure quality execution and continuous improvement
 - Work with the Board, committees and PUSD representatives to facilitate grant-making, including helping to determine grant-making priorities
- Recruit, train, and supervise motivated staff and volunteers:
 - Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place
 - Create an effective management system, with appropriate provisions for succession
 - Encourage staff and volunteer development and education, and assist staff and volunteers in relating their specialized work to the overall goals of the organization
 - Maintain a climate which attracts, retains, and motivates a staff of high performing people, with the right technical and personal abilities to further the organization's mission
 - Effectively engage and motivate volunteers at all levels to ensure productive and constructive experiences
- Develop and maintain sound financial practices:
 - Work with the staff, Finance Committee, and Board of Directors in preparing a comprehensive budget; see that the organization operates within budget guidelines

- Ensure that adequate funds are available to permit the organization to carry out its work
- Ensure that sound bookkeeping and accounting procedures are followed
- Provide regular financial reports to the Board and other constituents as appropriate.
- Develop and implement best practices with regard to information management:
 - Work with the staff to maintain and improve the organization’s information systems, including donor databases, accounting systems, and communications systems
 - Ensure compliance with the organization’s data security and privacy policies
- Enable the Board’s good governance:
 - Act as a professional advisor to the Board on all aspects of the organization’s activities
 - Serve as an active, non-voting member of Board and its committees and task forces
 - Provide support to the board by preparing meeting agendas, supporting materials and notes as needed or requested
 - Jointly, with the Chair and Secretary of the Board, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents
 - Identify and evaluate the risks to the organization’s people (staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks

Qualifications

- 10+ years of non-profit / fundraising experience, ideally education-related
- Exceptional leadership skills; ability to positively motivate a wide range of constituents
- Excellent management skills; ability to positively direct others, including staff and volunteers
- Experience working with volunteers; ability to coordinate and motivate many volunteers
- Enthusiasm for PEF’s mission
- Excellent verbal and written communications skills
- Flexibility and ability to multi-task
- Highly organized; attention to detail while also focusing on the “big picture”
- Initiative; ability to work without immediate supervision
- Experience with relevant software and systems, including Excel, Constant Contact, Raiser’s Edge, Maestro, accounting programs, and others

Additional Information

- This is a full-time, salaried, exempt position.
- Please email your cover letter and resume by October 16, 2015 to pefresumes@gmail.com.
- No phone calls, please.
- Background checks, including criminal and DMV records, will be conducted; clean records are a criteria for employment.
- PEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.