



Executive Director

Position Announcement

About Piedmont Education Foundation

The Piedmont Education Foundation (PEF) is the primary support organization for the Piedmont Unified School District which includes three elementary schools, a middle school and two high schools. PEF's mission is to promote academic excellence, champion innovation, and provide sustained financial support to PUSD. In order to achieve this mission, PEF raises funds, allocates grants, organizes events, facilitates communications, and supports volunteers and other school support organizations. Operating with an entrepreneurial spirit, PEF staff provides coordination, management and operational leadership for these activities.

Position Summary

With strategic guidance and direction from the PEF Board of Directors, the Executive Director (ED) is responsible for the successful leadership and operational management of the organization. The ED is accountable for the organization's consistent achievement of its mission and organizational objectives. The ED manages the PEF staff, and reports to the Board of Directors. The ED role requires both "big picture" management and leadership and hands on involvement in daily operations.

Role Description

The Executive Director is a "player-coach" who leads and works with the staff to:

- Ensure a high level of customer service in support of the school district and the volunteers who serve it.
- Keep things running smoothly in the PEF office -- from basic data entry to the design of new systems for managing fundraising campaigns, and all the stuff in between that keeps people smiling while they work. Keep the trains running on-time.
- Learn. Lead. Be smart. Get stuff done.

A successful candidate embodies the organization's core values: *collaboration* – creating strong working partnerships, *excellence* – creating high-quality work to advance the mission, *innovation* – creating both practical and visionary solutions to the issues that arise, and *entrepreneurial spirit* – creating agile responses and doing whatever it takes to move the organization forward.

Responsibilities

- 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 multiple successful fundraising campaigns, including establishing goals, developing communications, and measuring performance. Campaigns include the Fall Giving campaign, Spring Fling

- fundraiser, support for smaller targeted appeals (CHIME, Appreciating Diversity, etc.) and work with partner businesses and organizations supporting the schools.
- Provide support to the school Parent Clubs and other school support organizations, including assisting with fundraising, communications, events, budgeting, and governance.
 - Create an “innovation” culture and orientation within the organization, including developing new fundraising and program ideas to adapt to a changing environment.
 - Receive, track, and acknowledge donations, and manage the fundraising database.
 - Monitor the day-to-day activities of the programs and services of the organization to ensure quality implementation.
- **Partner with PUSD** on various projects and initiatives:
 - Manage the annual online registration for families via the Piedmont Store.
 - Data management for fundraising, communications, and the publication of the Directory.
 - Work with the Board, committees and PUSD representatives to facilitate grant-making, including helping to determine grant-making priorities.
 - **Communicate** with all constituencies of the organization:
 - Represent the strategic intent and point of view of the organization to agencies, organizations, and the general public. Communicate and coordinate effectively with PUSD leadership and personnel. Establish sound working relationships and cooperative arrangements with community groups and organizations. Act as an ambassador for PEF by attending all relevant meetings and events.
 - Publicize the activities, goals, and programs of the organization.
 - 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. Publications include the annual school directory and Patron, our annual donor report.
 - Recruit, train, and **supervise staff**; coordinate and **support volunteers**:
 - 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.
 - Ensure that sound management and human resource practices are in place, including development and education.
 - Effectively engage, motivate and support volunteers at all levels to ensure productive and constructive experiences.
 - Assure 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 **information management** practices:
 - 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.
 - Support the Board’s capacity to provide sound **governance**:
 - Provide regular and comprehensive reports and assessments 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.
 - Maintain official records and documents, and ensure compliance with all federal, state and local regulations.

- Identify and evaluate the risks to the organization's people (staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Required Qualifications

- 5+ years of nonprofit *development* experience.
- Demonstrated proficiency with project management.
- Experience with data management and fundraising software.
- Highly organized; attention to detail and ability to keep focused on multiple "moving parts."
- Initiative; ability to work in an entrepreneurial environment; flexibility and ability to multi-task.
- Excellent management and leadership skills; ability to positively direct others, including staff and volunteers.
- Excellent communications skills.
- Demonstrated proficiency with budgeting and financial management.
- Enthusiasm for PEF's mission.

Extra Credit

- Education-related nonprofit experience.
- Additional / management experience in a startup or nonprofit organization.
- Accounting competency.
- Experience with relevant software and systems, including Excel, Constant Contact, Raiser's Edge, Maestro, accounting programs, and others.

What you'll get

- Combine doing, managing, learning for an exceptional career growth opportunity for the right person – this will be nonprofit management 101++.
- Work with a wide variety of talented volunteers on a range of fundraising and other projects across the organization – never a dull moment.
- Fiscally stable organization in a community that reveres its schools.
- This is a full-time position. Salary range is \$90,000 – 120,000 per year.

Perks

- If you have children, you may enroll them in Piedmont schools, regardless of where you reside.
- Office location is in the heart of beautiful, small-town Piedmont.
- Generous vacation and sick leave.

How to apply

Please email your cover letter and resume by January 15, 2017 to resumes@piedmontedfoundation.org; please include **Executive Director** in the subject line of the email. Background checks, including criminal and DMV records, will be conducted; clean records are criteria for employment. The position is open until filled.

No phone calls, please.

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.