



Job Posting: Executive Director

Date: March 8, 2018

Job Title: Executive Director

Location: Pleasant Hill, Oregon

Closing Date: March 15, 2018

Compensation: \$20,000 - \$25,000 per year

Type: Part Time (20 hours per week), Exempt

Categories: Fundraising, Nonprofit, Management

The Pleasant Hill Education Foundation (PHEF) is a nonprofit, 501(c)3 organization with the mission to raise funds to inspire learning, enhance teaching, and create opportunities for every student. With an official relationship with the Pleasant Hill School District, PHEF raises and invests funds to support the students and educators of Pleasant Hill.

Position Summary

The Executive Director is a highly-skilled nonprofit professional who, in partnership with the PHEF Board of Directors, will advance the mission of PHEF 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 PHEF and cultivates visibility for the organization throughout the Pleasant Hill School District and the community. The position will oversee regular collaboration with the school District and direction of day to day operation of the organization as well as potentially oversee one part-time staff position. The Executive Director reports to the PHEF Board of Directors.

Qualifications

- Minimum of five years of experience in a professional non-profit leadership capacity.
- Bachelor's Degree or equivalent work experience in nonprofit management, fundraising, public relations, communications or marketing.
- Experience working for a Board of Directors, preference for experience with a volunteer Board of Directors.
- Strong understanding of and commitment to the PHEF's mission.
- History of successful fund-raising, including meeting or exceeding set goals.
- Demonstration of creating and developing collaborative relationships with multiple stakeholders.

- Demonstrated effective interpersonal, oral (public speaking) and written communication skills, including fundraising appeals.
- Grant writing experience and documented success in securing grant funding.
- Strong organizational skills.
- Ability to work independently and with initiative.
- Experience with an education-focused organization or school district preferred.

Primary responsibilities

- Development 50%
 - Strategic development, oversight and implementation of all development/fundraising efforts including the annual campaign, events, 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.
 - Research, coordinate and write grant and endowment requests.
- Communication, Marketing, and Collaboration 25%
 - Oversee and align all public communication and marketing with the PHEF's vision and brand.
 - Increase public awareness of the organization.
 - Cultivate and maintain a strong relationship with the Pleasant Hill School District.
 - Coordinate site visits, reports, and storytelling that demonstrate the results of the organization's efforts.
 - Ensure donor follow up and recognition.
- Strategic Planning, Leadership, Board Engagement 15%
 - Coordinate with the PHEF Board of Directors to ensure strong communication and alignment across individuals, committees and work teams.
 - Work with the PHEF Board to develop 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 PHEF.
 - Oversee, document, and report on strategic planning processes and results.
- Financial Oversight and Administration 10%
 - Work with Board Treasurer to manage the budget and daily financial administration.
 - Provide clear direction, leadership, and oversight to part-time staff position.

Salary and Benefits

\$20,000-\$25,000 based on qualifications.

Application Guidelines/Contact Information

Applicants should submit a resume and cover letter by email to: foundation@phillfoundation.org. Email should have the subject line, "PHEF Executive Director Application." 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.

Applications must be received by March 15, 2018 for consideration. The position is open until filled.

The Pleasant Hill Education Foundation recognizes and embraces the diversity and worth of all individuals and groups and their roles in society. PHEF 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.