

# Executive Director Job Description

Pleasant Hill Education Foundation



## POSITION OVERVIEW

The Pleasant Hill Education Foundation is seeking an Executive Director to serve as the point of contact for all Foundation programs, with a major emphasis on fundraising activities. The Executive Director will collaborate with Foundation officers and volunteers to meet the annual budgetary and program goals as well as serve as the Foundation representative, promoting the Foundation's mission within the community and school district.

## RESPONSIBILITIES

The Executive Director will have various responsibilities and essential job functions, which include:

### *Fundraising (40%)*

- Provide oversight and organizational support for fundraising events including, employee payroll contribution campaign, the annual big event, and any other events.
- Coordinate the Foundation's annual giving campaign, including developing the campaign brochure/newsletter.
- Maintain donor data bases (actual and potential), including "thank you" letters.
- Supervise the maintenance of accurate records of all fundraising activities, donor gifts, and special event sponsors.
- Research and identify major donors to include alumni, private foundations, corporations, and individuals with opportunities for immediate larger gifts and planned giving possibilities to maximize program and event sponsorships.
- Assist special events committees in managing all aspects of annual special events.
- Collaborate with the Superintendent or designee to identify school district funding priorities.
- Coordinate and write grant and endowment requests for funds from the corporate and private sector.

### *Program Development & Delivery (15%)*

- Maintain a working relationship with the School and District administration to ensure that the Foundation's activities support the educational programming goals of the District and provide programs that cannot be supported by the regular school budget.
- Work with the Board and appropriate committees to meet all aspects of the budget.
- Carry out existing programs such as: innovative teacher grants, scholarships, donor-directed funds, annual campaign, special events, employee contributions, etc.
- Help create new initiatives in line with the Foundation's goals and the strategic plan.



### *Public Relations (25%)*

- Work closely with the Foundation Board to develop and produce communications (brochures, marketing materials, press releases, web site, etc.) to educate the community about the mission of the organization as well as particular special events and services.
- Make presentations in and around the community to the School District, PTO, businesses, clubs, etc. to increase awareness of the Foundation's existence and to obtain potential donations.
- Maintain open lines of communication with the community organizations for partnership opportunities.
- Write articles for the Foundation and District newsletters.
- Recruit and supervise volunteers for various Board committees.
- Maintain and post regularly to Foundation's social media pages.
- Share appreciation with donors by providing follow-up and ongoing communications.

### *Board Management & Administration (20%)*

- Collaborate with the board to strategic plan and develop annual goals and action plans.
- Attend Board meetings and prepare materials as directed by the President.
- Maintain schedule of events/tasks and prepare Board meeting agendas.
- Help define the priorities and develop teamwork among board members.
- Maintain an office and develop appropriate procedures to handle day-to-day Foundation processes, and business, using standard operating procedures.
- Be responsible for all correspondence, and file/record mail, phone calls, and messages.
- Maintain documents in compliance with records and retention policy.
- Maintain file of Board meeting minutes.

## **QUALIFICATIONS**

- Bachelor's degree or equivalent work experience required (preferably in Nonprofit development, Sales and/or Marketing)
- Fundraising experience
- Event planning experience is helpful
- High energy level, persistent, and self-motivated
- Experience with Word, Excel, Power Point, and social media
- Outstanding written and presentation skills
- Organized and detail-oriented, able to work independently
- Graphic design (or experience with Canva) is a plus

## **OTHER DETAILS**

- Salaried position with the opportunity to earn an annual performance bonus
- 20 hours (0.5 FTE) per week (varies on time of year, but mostly in line with school year) with flexibility to do some work from home
- Office and computer in the Pleasant Hill Community Center

*Interested candidates should send resume and cover letter by 4/18/22 to:*

**[foundation@phillfoundation.org](mailto:foundation@phillfoundation.org)**