

San Leandro Education Foundation

Job Posting: Executive Director

OVERVIEW OF SLED

San Leandro Education Foundation (SLED) is an independent not-for-profit 501(c)(3) organization founded in 2008 dedicated to raising resources and improving the lives and education of children in San Leandro.

We Believe:

1. Strong public schools are essential to our quality of life and the future well-being of our city
2. The exceptional diversity of the San Leandro community is a strength
3. Vibrant communities require high quality public schools
4. The education of our children is the responsibility of the entire community
5. That academic enrichment enhances the educational experience

JOB TITLE

Executive Director

REPORTING RELATIONSHIP

Board of Directors

POSITION DESCRIPTION

The Executive Director is responsible for the planning and administration of SLED budget, direct fundraising outreach to prospective donors, relationship management and cultivation of current donors, coordinating with the programs we support, driving the organization's strategic plan, as well as coordinating marketing, fundraising and outreach activities to further the mission of the organization. In addition, the Executive Director is responsible for managing SLED organizational operations, including providing reports and financial data to the Board of Directors. As a whole, the Executive Director is responsible for representing SLED in the community.

Current or past residence or business in San Leandro strongly preferred. Understanding and appreciation for San Leandro's community diversity as a strength is essential.

REPRESENTATIVE DUTIES

Board Governance and Relations

- Partner with Executive Committee in planning the agenda and materials for board meetings, schedule facility for and send notification of upcoming meetings
- Support Board of Directors in meeting the organizational mission
- Initiate and Lead in developing policy recommendations as needed

- Initiate and Lead in development and implementation of SLED's strategic plan and annual goals
- Facilitate recruiting and support orientation of new board members
- Assist Board and Committee Chairs with staffing board committees as appropriate

Development and Financial Performance

- Develop and manage the organization's budgets to meet strategic goals and objectives
- Responsible for expanding the philanthropic support for the organization through identification and cultivation of foundations, businesses, organizations, government entities, and individuals
- Planning and coordination of organizational development/fundraising activity to ensure adequate resources are available to support SLED administrative and operational programs, including established reserve fund(s) as determined by the Board of Directors
- Responsible for fiscal integrity and communication of spending to the board
- Manage contract grant writing and grant reporting
- Work with Treasurer, ensure compliance with state and federal regulations
- Monitor donation receipts and send invoices and reminders as needed

Organizational Operations

- Responsible for overall operations of the organization, including establishing operational structure, identifying internal and external resources required, and implementing the processes and systems (communication, technology, security and financial, etc.) required to meet strategic and operational goals and objectives.
- Raise public awareness of SLED through a variety of methods
- Embody our Mission, Vision, and the Values of the organization
- Responsible for hiring, supervision, and retention of motivated, qualified contractors or staff
- Develop and administer operational policies and compliance with applicable regulations. Provide accurate and appropriately approved information and reporting required to internal and external stakeholders in a timely fashion.

Programs

- Cultivate and maintain a working relationship with key San Leandro Unified School District employees
- Coordinate with those running funded programs, ensuring programs meet the strategic objectives and that reporting requirements are clear and fulfilled (number of students, photos, etc.)
- Serve as chief liaison with specific community groups to promote awareness of programs and results

DESIRED QUALIFICATIONS and EXPERIENCE WITH/KNOWLEDGE OF:

- Fundraising
- Donor relations and understanding of the funding community
- Public relations, communications and marketing

- Public or non-profit administration
- Effective managerial and administrative strategies
- Public education or school district organization
- Known within San Leandro (resident, business owner, etc.)
- Familiar with and comfortable with San Leandro's diverse community
- Cross-cultural competency
- Management of volunteers (including Board of Directors as volunteers)

Ability to:

- Be passionate about enhancing the educational experience for all students in the San Leandro Unified School District
- Hands-on leader and success in similarly-sized non-profit or philanthropic organizations
- Prioritize and implement diversity, equity, and inclusion strategies
- Effectively communicate the organization's mission and strategic objectives to donors, volunteers, and the overall community
- Be a confident and engaging spokesperson with strong verbal and written skills
- High level strategic thinking and planning with ability to envision and successfully convey the organization's strategic future to the staff, board, volunteers and donors
- Convert stakeholders into donors
- Actively fundraise with demonstrated results
- Employ solid organizational skills, including planning, delegating, program development and task facilitation
- Work with businesses, community and public entities
- Use/learn Google Docs, database usage and management, social media management.
- Use/learn/contract expertise in: Marketing technology tools such as Salesforce, Mobile Cause, Pardot and Hootsuite
- Be self-motivated and work independently
- Work for a Board of Directors while simultaneously being comfortable managing and directing board members volunteer work

Education and Training:

Bachelor's Degree or above preferred, but not necessary

Other Requirements:

Meet SLUSD COVID-19 requirements - currently includes wearing masks as well as vaccination or regular self-paid testing.

Valid CA drivers license, current automobile insurance, and willingness and ability to use own vehicle for SLED purposes. Frequent travel within San Leandro necessary.

Must be able to pass fingerprinting and TB testing requirements as a volunteer with San Leandro Unified School District.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by the Executive Director to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment:

Work is performed primarily in an office setting or from a home office, and by travelling to school sites and businesses. Some evening and weekend meetings.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard and stuffing envelopes; and to verbally communicate to exchange information.

SALARY and BENEFITS

Position is currently budgeted as .75-1.0 FTE. Includes SIMPLE IRA with 3% match, 2 weeks paid time off, up to \$200/month toward individual medical insurance. Salary dependent on experience and choice of part-time or full-time work. Expected range is \$50-\$80k.

Equal Opportunity Employer

San Leandro Education Foundation does not discriminate in the hiring of employees based on their gender, race, color, religion, age, national origin, disability, sexual orientation, or any classification protected by applicable state or federal discrimination laws.

TO APPLY

E-mail to apply@sledfund.org: resume, cover letter explaining why you are excited about and what you would bring to the organization, and three professional references including at least one that can speak to your ability to fundraise.

Deadline for application: Friday, October 1

Please, no phone calls.