



Executive Director Opportunity

The Los Altos Educational Foundation (LAEF) is a catalyst for educational excellence for students throughout the Los Altos School District (LASD). We believe strong schools are the foundation of a thriving community. In addition to being one of the top-ranking school districts in the nation, all nine of our district schools are recognized as California Distinguished Schools and National Blue-Ribbon Schools. As a non-profit organization led by parent volunteers, LAEF has raised over \$35M since its founding in 1982.

LAEF is a crucial component of the District budget, funding enrichment programs and personalized learning so that every one of the 5,000 students in LASD receives a well-rounded, top-tier education. LAEF's Executive Director works in partnership with a 20-member Board of Directors, 2 part-time staff, a handful of specialty contractors, 60+ school-level volunteers, principals, district administrators and, most importantly, thousands of donors to enthusiastically engage our community in raising nearly \$4M annually.

The Board and staff have identified the following strategic priorities for the next 12-18 months to optimize what we do best, while expanding our major gifts strategy in response to changing District opportunities and needs.

- **Leadership:** Onboarding next ED and forming effective Board-ED partnership
- **Funding:** Achieving annual grant fundraising goals, broadening donor base beyond the parent community, and launching campaigns to fund longer term District educational initiatives
- **Grant Making:** Communicating evolving funding structure/priorities
- **Community Involvement:** Engaging with community organizations to strengthen our visibility and community involvement
- **Governance:** Diversifying the Board of Directors and continuing to focus on governance structure/processes and Board engagement
- **Infrastructure:** Aligning staffing, systems, and infrastructure to accomplish our goals

For more detailed information about our parent feedback, initiatives, and leadership visit <http://laefonline.org/District/>

The Ideal Candidate

The Foundation is seeking a collaborative leader and self-directed manager who will continue to inform and steward the efforts of our highly effective and efficient pass-through foundation. The incoming Executive Director will bring enthusiasm and his/her experience as a relationship builder, volunteer leader, and strategic thinker to the work. He/she should have a proven track record of attracting and sustaining a broad base of volunteer and financial support as well as effective communication skills. Candidates should enjoy working in a volunteer-driven organization that values a diverse cultural and economic base of support. This is a full-time, exempt position based in Los Altos and allows for flexible work schedule.

Essential Requirements

The ideal candidate will have many of the following skills and experience:

- Fundraising experience with a proven track record of developing and executing multi-million-dollar volunteer-led campaigns. Major gifts experience is helpful.
- Exceptional communication skills including writing, public speaking, meeting facilitation, and consensus building.
- Financial and/or business management with similar revenue streams, including budgeting and oversight, nonprofit compliance and reporting.
- Demonstrated capacity to build alliances and sustain collaborative relationships with community members from diverse cultural, economic and political perspectives.
- Senior management experience in a comparably focused educational or fundraising organization.
- Experience working and partnering with a highly-engaged community-based Board of Directors.
- Ability to attract, develop, and retain paid and volunteer staff, maintain a high level of performance, and effectively utilize their talents.
- Ability to steward the foundation toward shared visions and effective fundraising plans in response to District needs and opportunities.
- Bachelor's Degree

In addition, candidates will need to:

- Effectively use collaboration suites such as Google G Suite or Microsoft Office 365; social media; accounting and fund development applications. QuickBooks and Salesforce experience helpful.
- Work occasional nights as needed to support Board and community events
- Provide own car, insurance, and valid driver's license or other means to travel throughout the Los Altos Area
- Pass a comprehensive background check

Deadline for applications: July 10, 2017 or until the position is filled

Interviews will be held in mid-July

Estimated start date: August/September 2017

Compensation: LAEF is prepared to offer a competitive nonprofit compensation package that includes 30 days of PTO a year (federal holidays, vacation and sick), a flexible parent-first work schedule particularly during the summer; and the option of enrolling children in LASD.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with each of the essential qualifications listed, compensation requirements, and experience along with a current resume to: LAEFsearch@nonprofitmentor.org with "LAEF ED Search" in the subject field. Resumes must have a cover letter to be considered. Inquiries from candidates are welcomed and should be directed to Margaret Donohoe, our transition consultant, at (408) 979-0572.

LAEF Executive Director Job Responsibilities

** Approximate percentages provided as a guideline to the incoming Executive Director given the organization's priorities for the first 12 to 18 months of the job.*

Drive External Relations and nearly \$4M in Parent Fundraising (50% of job responsibilities*)

- Provide a credible and informed presence for LAEF in the community.
- Maintain effective relationships with schools, District, parents, and the community at large to build a strong awareness of LAEF's ongoing commitment to ensuring an excellent education for all students.
- Partner with the development committee in establishing annual campaign goals, participation levels, messaging and supporting events.
- Develop communication strategies and content for collateral materials including the website, social media, annual report, newsletter, donor and promotional materials.
- Oversee the planning and execution of targeted fundraising strategies including direct appeals, leadership circle, corporate donors, and phone-a-thon.
- Develop a major gifts campaign in support of district education initiatives.
- Ensure stewardship of donor relations and integrity of record keeping.
- Provide financial oversight, seeing that all funds are disbursed in transparent manner.

Partner with Volunteers and the Board of Directors (20%*)

- Assist the Board in identifying, recruiting, and onboarding, volunteers with the essential skills to support the mission and vision.
- Effectively engage and motivate volunteers at all levels to ensure productive and constructive experiences.
- Assist the Board and committees in their roles and responsibilities by supporting the creation of annual work plans and execution, as well as monitoring performance.
- Serve as an active, non-voting member of Board and committees.
- Report regularly to the Board and committees about organizational objectives, the organization's financial status and other relevant issues.
- Ensure that Board policies are implemented.

Manage a Fiscally Sound Organization and Positive Work Environment (20%*)

- Work in partnership with the volunteer CFO to ensure sustainability through thoughtful and realistic budget planning and monitoring.
- Oversee monthly financial reporting and payroll, approve expenses and invoices for payment, and sign checks.
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness.
- Facilitate the annual audit and tax filing.
- Lead by example and recruit, train, and retain a strong staff team with a broad range of skills.
- Ensure compliance with personnel policies established by the Board and with all federal and state regulations.
- Ensure accuracy of current staff job descriptions and completion of regular performance evaluations.

Spearhead Strategic Planning, Evaluation and Continuous Improvement (10%*)

- Maintain a working knowledge of local and state issues and trends impacting public education and funding.
- Provide the Board and Committees with adequate information to reach strategic decisions and to formulate necessary policies and goals.
- In partnership with the Board, develop and implement short and long-range priorities, budgets, and growth plans that are realistic and reflect the mission, values and goals of the organization.

- Ensure ongoing evaluation of systems, practices and policies to leverage best practices and lessons learned.