

Position Description: Executive Director

ABOUT THE RICHMOND PUBLIC SCHOOLS EDUCATION FOUNDATION

Established in 2001, the Richmond Public Schools Education Foundation is a 501 (c) (3) nonprofit organization that partners with Richmond Public Schools to improve student learning and achievement in preparation for success in college, career, and community. The Foundation's role is to increase philanthropy coming into Richmond Public Schools to support evidence-based programs and enrichment activities that enhance the student learning experience. The overall goal of the Foundation is to help Richmond Public Schools boost student retention, increase the on time graduation rates, and support college and career readiness. In 2010 the Foundation completed a restructuring process, hired its first executive director and focused on actively fundraising. Since then the Foundation has significantly increased its revenue, raising more than \$6 million to support its programs.

OPPORTUNITY

The Foundation is currently seeking an Executive Director to build on this track record of success and guide its future growth. The Executive Director will lead the Foundation's efforts to expand fundraising, promote awareness of its mission, strengthen community relationships, support effective programs that improve outcomes for RPS students, and remain an accountable steward of the financial resources provided by donors.

The Executive Director is responsible for the daily administration and management of the Richmond Public Schools Education Foundation. The duties of the position include fund development, marketing, financial management, supervision and coordination of paid staff and volunteers, stakeholder relations, and maintaining operations in accordance with best practices for nonprofit organizations. The Executive Director works with and supports the Board of Trustees to define its priorities, build and develop teamwork among board members, Foundation staff and consultants, and ensure program and fiscal accountability. The Executive Director maintains strong relationships with key stakeholders including the Superintendent and leadership of RPS, the School Board, city officials, City Council, donors and nonprofit partners.

REPORTS TO

The Executive Director reports to the RPSEF Board of Trustees, specifically the Board's Chair.

DUTIES AND RESPONSIBILITIES

Development/Fundraising

- Manages the raising of all funds to meet the program initiatives and aspirations of RPS and the Foundation
- Manages the raising of all funds to sustain the Foundation
- Creates and implements fundraising strategy including grants, major gifts, annual campaigns, events, corporate, parent and community support
- Develops and implements marketing and communications plan approved by the Board
- Serves as RPSEF spokesperson to all community stakeholders and local media
- Oversees development of the Foundation's Annual Report, event programs, brochures, flyers and all other publications, including website and digital communications

Management and Administration

- Provides leadership in developing strategic, organizational and financial plans with the Board of Trustees, and carries out plans and policies as authorized by the Board
- Provides financial oversight and reports to the Board regularly; works with the Board's Treasurer to prepare annual budget, financial statements, audits and Form 990.
- Administers the budget adopted by the Board and executes financial transactions and operations according to the policies of the Board
- Maintains a working knowledge of significant developments and trends in philanthropy and education foundations
- Oversees maintenance of financial, donor and alumni databases and records to ensure all are up-to-date and accurate
- Oversees program operations and budget, tracks performance, leads assessment of Foundation programs and reports results to the Board, donors and RPS
- Identifies, hires, oversees and assesses the performance of Foundation employees and contractors

Stakeholder Relations

- Communicates regularly with the Chair of the Richmond School Board and the RPS Superintendent with regard to plans and priorities
- Establishes and strengthens relationships with the School Board, city officials, the City Council and donors
- Establishes and strengthens relations with key RPS administrators, school principals and other nonprofits working in RPS
- Identifies and develops new partnerships with business and community leaders

Board Relations and Board Communications

- Assists the Board in maintaining and promoting the vision and mission of the Foundation
- Keeps the Board fully informed on the condition of the Foundation and other important factors affecting the health of the organization
- Works with the Board Chair to ensure effective and efficient Board operations and committee structure
- Assists in the recruitment, selection and orientation of new Board members and officers

Other

- Assumes any other duties and responsibilities that may be assigned by the Board from time to time

POSITION QUALIFICATIONS

- Bachelor's degree in relevant field
- Significant fundraising experience including grant writing and individual solicitations
- Minimum of five years experience working with stakeholders and key influentials
- Leadership experience with a nonprofit, business, or government entity
- Extensive experience in budget development and control
- Extensive experience in public relations and coalition-building skills
- Exceptional leadership and interpersonal skills
- Excellent written and verbal communications skills
- Significant program management experience
- Evidence of working well as part of an executive team
- Proficiency in managing multiple and diverse projects concurrently

BENEFITS

Full time employees of the Foundation are eligible for medical, dental, and vision insurance of which the employee pays half based on the selected plan and cost.

TO APPLY

Send an email with Executive Director in the subject line to RPSEFapply@gmail.com. Attach a cover letter with desired salary and a resume. Position is open until filled; the Board of Trustees will begin to review resumes on April 1. No phone calls please.