



Part-Time Executive Director - Job Description

Our Story

The San Mateo-Foster City Education Foundation (Foundation), a 501(c)(3) non-profit organization founded in 1989, partners with San Mateo-Foster City School District (SMFCSD) and the community to raise funds to help ensure that every student in our public school district (approximately 10,500 students across 22 schools) receive the best opportunities to reach their fullest potential. The Foundation, working together with grantors and our generous community, has granted approximately \$8.7 million to SMFCSD to provide programming in music, art, literacy, STEM education, and after-school athletics.

Who We Are Looking For

The Foundation is seeking a part-time Executive Director who is passionate about empowering every SMFCSD student to access and embrace the educational resources necessary for unlocking their full potential and achieving success. The Executive Director serves as the main point of contact for all Foundation relationships and programs, with an emphasis on: (1) improving the Foundation's connection to SMFCSD's PTAs, schools and staff, (2) ensuring funding strategies are diversified and sustainable, (3) amplifying the Foundation's message and brand in the community, and (4) instituting effective and efficient governance of the Foundation's Board and paid support staff. The Executive Director will collaborate with the Board of Directors, SMFCSD staff, and volunteers to set annual budgetary and program goals, as well as serve as the Foundation representative, promoting the Foundation's mission and vision within the school district community.

Responsibilities include:

1. *Strategic Plan*
 - a. Align duties with the SMFCEF Strategic Plan.
 - b. Work with the Executive Committee and Board to implement/update Strategic Plan.
2. *Annual Campaign & Fundraising*
 - a. Run the Foundation's annual giving campaign. This campaign is the primary generator of income that supports the Foundation's operating costs, district programs, teacher grants, and other school-specific programs.
 - b. With support from the fundraising committee, create/implement the fundraising plan, including strategies to develop and grow individual/business/major gift donors.
 - c. Identify, coordinate, and assist with the composition of grant proposals that are offered by corporate, foundation, government, and private sectors and complete impact reporting for grants as appropriate.
 - d. Manage existing corporate, foundation, government, and individual relationships, and bring new partners into our community.
 - e. Provide oversight and organizational support for the Readathon fundraising event.



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- f. Provide administrative support for Athletics and planning support as needed.
- g. Oversee the management of the donor database.
- h. Complete timely "thank you" paperwork.

3. *District Relationship*

- a. Serve as the spokesperson and leader for the Foundation's mission, vision, values, strategy, and operations.
- b. Establish and manage relationships with the Superintendent, District staff, school staff, and parent communities.
- c. Manage external communications and dissemination of key messages through the Board, District/staff, schools and other related organizations (PTAs, Athletics).
- d. Work closely with District and school sites to continually strive to provide equal access to programs for all schools/students and identify new and innovative programs that are aligned to the District strategic plan.

4. *Financial & Operational Reporting*

- a. Provide oversight of bookkeeper's reporting and accounting of income and expenses.
- b. Assess and report fundraising progress to the Board.
- c. Prepare budget/planning guide with office manager, treasurer, and president for YTD performance vs. budget on how yearly goals are being met.

5. *Performs other tasks and duties as assigned by the Board of Directors.*

Essential Job Functions:

Fundraising (50%)

- o Work with the Board and appropriate committees to meet all aspects of the budget.
- o Organize and implement the Annual Giving Campaign and support Readathon and Harlem Wizards fundraising events.
- o Solicit individual and corporate prospects to maximize program and event sponsorships.
- o Submit grant proposals and necessary grant reports to corporations, foundations, and state educational departments.
- o Assist special events committees in managing all aspects of annual special events.
- o Supervise the maintenance of accurate records of all fundraising activities, donor gifts, and special event sponsors.
- o Collaborate with the School District Superintendent or designee to identify school district funding priorities.
- o Collaborate with school site principals, staff and parents to identify school-specific funding priorities.



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Public Relations and Promotions (25%)

- o Work closely with the Foundation Board to develop and produce communications (brochures, marketing materials, press releases, website, etc.) to educate the community about the mission of the organization as well as particular special events and services. Collaborate with the Communications Committee and Foundation Board to develop and produce communications.
- o Make presentations to SMFCSD, PTAs, San Mateo/Foster City businesses, clubs, etc. to increase awareness of the Foundation's existence and cultivate new sustainable financial support.
- o Maintain open lines of communication with the community organizations for partnership opportunities.
- o Work with the Board to assist the recruitment of volunteers to serve on Board Committees.
- o Write articles for the Foundation and District newsletters.

Administration (15%)

- o Maintain office, supervise staff and volunteers.
- o Manage and perform annual performance review of Foundation staff.
- o Work with the treasurer to review and monitor financial reports and monthly financial statements to develop both the annual budget and necessary reports and data for the annual audit and tax return forms.
- o Work with district and foundation committees in managing all programs and services of the Foundation.

Board Relations (10%)

- o Work with the Board to develop, monitor, and communicate the annual and long-term plans in reaching the Foundation's goals.
- o Attend Board meetings and prepare reports as directed by the Executive Committee.
- o Help define the priorities and develop teamwork among board members, district staff, school staff, and volunteers.
- o Maintain schedule of events/tasks and help to prepare Board meeting agendas.

Qualifications:

- Bachelor's Degree or equivalent work experience
- Event planning experience helpful
- Dynamic, persistent, and self-motivated
- Outstanding written and presentation skills
- Organized and detail-oriented, able to work independently
- Passionate about education and equity for all students



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- Experience with Google suite of software and QuickBooks

Preferred:

- Experience leading a non-profit organization
- Demonstrated ability to grow fundraising revenues from small and large dollar donations
- Experience managing a budget, paid staff and volunteers
- Aptitude for recruiting and developing non-profit volunteer boards and knowledge of board governance best practices

Goal Setting and Evaluation:

An evaluation/review meeting will be held after 90 days to objectively discuss both the position as the reviewers see it, and the Foundation, in total, as the employee sees it, then annually thereafter.

Other Details:

- Hourly position with the opportunity to earn an annual performance bonus
- 20 hours (0.5 FTE) per week with the potential to increase hours per week based on scope of work and job performance
- Pay range is \$40 - \$50/hour, negotiable based on experience
- Office/computer in the SMFCSD Foundation office with flexibility to do some work from home

Interested candidates should send a resume and cover letter to:

Email: jobs@smfcedfund.org

Or mail to:

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