



## **Executive Director Alameda Education Foundation**

Founded in 1982, the Alameda Education Foundation's mission is to engage the community, raise funds and coordinate programs to support and enhance the quality of K-12 public education in Alameda. Revenues: \$900,000 For more information, please visit: [AlamedaEducation.org](http://AlamedaEducation.org)

The Executive Director is the key management leader of the Alameda Education Foundation (AEF). The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### **RESPONSIBILITIES**

#### **Program and Strategy**

Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach:

- Work with staff to ensure that implementation of AEF's programs carry out the organization's mission
- Lead triennial strategic planning process with the Board to set direction on strategic plan to ensure that AEF can successfully fulfill its mission into the future
- Responsible for overseeing implementation of current strategic plan
- Responsible for the enhancement of AEF's image by being active and visible in the community and by working closely with other professional, civic, and private organizations
- Maintain and/or cultivate relationships with key stakeholders including AUSD Superintendent, AUSD district and site staff, AEF contractors, aligned nonprofits, and relevant agencies

#### **Financial Performance and Fundraising**

Develop resources sufficient to ensure the financial health of the organization:

- Responsible for the fiscal integrity of AEF - work with the AEF Finance Committee to provide a proposed annual budget and semi-annual financial statements that accurately reflect the financial condition of the organization
- Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position
- Responsible for fundraising and developing other resources necessary to support AEF's mission

#### **Organizational Operations**

Oversee operations of the organization:

- Responsible for ensuring that appropriate resources are implemented to support operations of the organization
- Responsible for administration of operations and ensuring compliance
- Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization in compliance with organization financial authority policy

## **Board Governance**

Work with the Board in order to fulfill the organizational mission:

- Responsible for leading AEF in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decisions

## **Professional Qualifications:**

- Nonprofit management experience
- Passionate about serving youth
- Community mindedness
- Strong written and oral communication skills
- High integrity and conscientiousness
- Vision balanced by attention to detail
- Budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and nonprofit donor relations
- Grant writing experience
- Skills to collaborate with and motivate board members and volunteers
- Ability to oversee and collaborate with staff
- Skills to partner and develop relationships with community groups and organizations, including the school district, businesses, business groups, social service groups and other nonprofits

## **Job Responsibilities:**

- Planning and operation of the annual budget in partnership with the Board Finance Committee
- Establishing employment and administrative policies and procedures for functions and day-to-day operations of the nonprofit
- Serving as spokesperson for the organization
- Establishing and maintaining relationships with various organizations throughout the community and utilizing those relationships to support AEF's mission as well as the greater good
- Supervising staff
- Working with the Board on strategic planning and implementation
- Working with the Executive Committee to create Board agendas
- Performing or overseeing marketing and communication efforts
- Developing, implementing and/or overseeing fundraising and income generation strategies
- Performing or overseeing grant writing
- Overseeing AEF programs; manage programs as necessary
- Evenings and weekends as needed for community engagement
- Performing other duties as assigned by the Board of Directors



**Compensation and Benefits:**

- Salary \$75,000 - \$95,000
- Vacation days:
  - Year 1: 5 days
  - Years 2 - 4: 10 days
  - Years 5 - 7: 15 days
  - Years 8 - 10: 20 days
  - Years 11+: 25 days
- Paid Holidays: Per AUSD district calendar (approx. 16)
- Sick Days: Per CA law (40 hours/year)
- Retirement: Simple IRA that includes a tax-deferred retirement savings and an employer match contribution of up to 3% of the employee's compensation
- Health insurance stipend negotiable
- 50% discount for AEF program fees
- Flextime and hybrid schedule as appropriate