

Catalina Foothills School District Foundation
Executive Director
Position Description

The Board of Trustees seeks a dynamic, visionary professional to provide leadership, fundraising and community representation for the Catalina Foothills School District Foundation (CFSDF), an independent non-profit organization that provides financial support to the Catalina Foothills School District (CFSD), ensuring the best possible educational opportunities for its students. CFSD is a high-achieving PreK-12 school district comprised of eight schools and approximately 5000 students. More information about the District can be found at www.cfsd16.org and the Foundation at www.cfsdfoundation.org.

The Executive Director will work closely with and reports to the CFSDF Board of Trustees to advance the organization's mission, enhance community branding, increase financial resources and develop volunteer leadership. The Executive Director must be an organized self-starter with proven non-profit communications, management, fundraising, strategic planning, networking and marketing experience. This is the organization's first hire of an Executive Director.

Key Duties & Responsibilities:

- Increase the financial resources for the Foundation over time through the creation, implementation and management of annual and long-range fund development plans using a multifaceted approach;
- Enhance the community's awareness, understanding and support of the Foundation through the creation, implementation and management of a comprehensive marketing plan and consistent messaging;
- Advance the effectiveness of the Board and committees by identifying key areas for board development and training, as well as providing management and support to the Board;
- Foster cooperation and collaboration with the Catalina Foothills School District to further the Foundation's role as a key resource for the District;
- Oversee the annual operating budget and make financial decisions consistent with board approved policies. Supervise part-time administrator/bookkeeper;
- Represent and build relationships on behalf of the Foundation in the community through public speaking and visible presence at community and school district functions;
- Utilize existing and develop new relationships with all key Foundation constituencies including District parents, alumni, community agencies, businesses, and residents of CFSD without children in the district;
- Develop a robust alumni program to include periodic events, campaigns and digital/social media presence.
- Develop systems and processes that improve organizational efficiency, provide continuity and ensure transparency; including developing an integrated digital infrastructure to manage the financial, the day-to-day operational and the archival;
- Manage the organizational human capital (employee and volunteer) to ensure optimal operational effectiveness.
- Analyze and evaluate organizational needs and develop recommendations to the Board.

Qualities & Characteristics:

- Familiar with nonprofit fundraising best practices, technology and resources.
- Competence to raise the funds necessary to further the Foundation's mission and to increase the organization's effectiveness;
- Ability to instill a sense of confidence by demonstrating absolute professionalism and integrity;
- A genuine 'people person' who can effectively engage, motivate and create a team-oriented environment of volunteers;
- Ability to address and solve problems as they arise;
- Ability to meet and exceed high expectations.

Qualifications:

- Bachelor's degree and at least five years of experience in a comparable setting required.
- Previous nonprofit administration and fund development experience is required; previous executive director experience preferred.
- Certified Fundraising Executive (CFRE) certification preferred.
- Experience working with a non-profit Board of Directors is required.
- Experience working in an education setting preferred.
- Excellent interpersonal, written and oral communications skills required.
- Competent user of Microsoft Office and Quickbooks; experience with Google Apps software and donor/constituent relationship management software preferred.
- Strong ties to the Tucson community preferred.

Compensation:

Salary is competitive, based on experience and training.

Deadline To Apply: January 31, 2012

Email cover letter, resume and contact information for three professional references to:

CFSDF Search Committee
c/o Alexander | Carrillo Consulting @ jenny@do-good-better.com.
All inquiries or referrals will be held in strict confidence.