



Can Do! Education Foundation Executive Director Position Description

The Can Do! Education Foundation is seeking an experienced, dynamic, self-motivated, and entrepreneurial Executive Director.

ABOUT CAN DO!

Can Do! was founded in 1993 as the Dixie Children's Fund. The Foundation funds vital programs for the four schools within the Dixie School District. Can Do! bridges the gap between what our schools need financially and what they receive from the state to provide the children in the district with an extraordinary well-rounded education. Areas include but are not limited to programs across technology, physical education, music, art, sports programs and counseling services.

ABOUT THE OPPORTUNITY

Reporting to the Board of Directors, the Executive Director will be deeply committed to the Can Do! vision and mission. The ED is responsible for the daily administration and management of the Foundation, which includes but not limited to, overall office support, overseeing and leading fundraising events, business development and donor management, financial management and business operations. The ED is the primary liaison between the Foundation and the Dixie School District and works in collaboration with the District and school site organizations on the common goal of maintaining excellent schools.

RESPONSIBILITIES

Leadership

- Provide leadership to the Board, staff and volunteers in implementing the organization's strategic plan and foundation mission.
- Partner with key stakeholders in the district to ensure goals are met and objectives are on target.
- Serve as a strong advocate and spokesperson for Can Do! and its mission to the community, business groups and key stakeholders.

Management and Administration

- Manage office administrators; hiring and developing the team as well as oversee tasks and responsibilities.
- Lead development and implementation of approved Strategic Plan and annual goals and objectives.
- Develop annual budget and maintain fiscal responsibility for the annual budget and daily financial management.
- Ensure compliance with all relevant legal and fiscal practices of a non-profit organization.
- Partner, support and work in collaboration with Board President and Executive Committee.
- Actively guide and support event and/or campaign chairpersons.
- Develop and implement the communication plan and strategies as approved by the Board.
- Oversee data base management.

~ Can Do! Education Foundation ~

info@cando4schools.org | www.cando4schools.org

P.O. Box 6182, San Rafael CA 94903 | (415) 492-3500

Can Do!

Board Governance

- Provide timely and accurate information to the Board regarding the status of events, budgets, etc.
- Collaborate with the Board to implement by-laws, policies, and procedures.
- Recommend and lead implementation of plans for board recruitment, development, and training.
- Initiate the recommendation and development of policies and priorities.
- Prepare the agenda and materials for the Board meetings and Strategic Planning meetings and/or retreats.

Community Relations

- Strengthen existing internal and external partnerships.
- Identify and develop new partnerships.
- Partner in the development of ongoing communications regarding the foundation and events including: website, email marketing communications, event collateral, etc.

QUALIFICATIONS

- Minimum 5 years non-profit fundraising, including working with or on a Board of Directors.
- Demonstrated success in developing financially viable and sustainable programs.
- Must possess excellent interpersonal skills, be detailed oriented, able to work in a fast paced environment and have a flexible schedule.
- Solid, hands on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Transparent and high integrity leadership.
- Ability to substantiate success as a fundraiser.
- Excellent written and verbal communication skills including an ability to elicit trust and commitment from the Board, volunteers and the community.
- Proven track record of developing and executing multiple, successful campaigns simultaneously.
- Understanding of database management; knowledge of Raiser's Edge NXT or similar non-profit fundraising software a plus.
- Knowledge of the Dixie School District and Parent Organizations a plus.

SALARY

Compensation will commensurate with experience. This is a salaried 45-week position following the school year. Hours fluctuate according to event and campaign timelines.

- This is not a Dixie School District position.
- No benefits package available.

To be considered as an applicant:

- Email Resume and Cover Letter in confidence to hire@cando4schools.org by February 14, 2018.

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