



## Open Position: Executive Director

Reports to: Can Do! Board of Directors

Location: San Rafael, California

Organization: Non-profit 501(c)(3)

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

### **ABOUT CAN DO!**

Founded in 1993, the Can Do! Education Foundation funds vital programs for the four schools within the Miller Creek School District. Can Do! bridges the gap between what our schools need financially and what they receive from the state to provide the students 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, social emotional learning, and counseling services.

### **ABOUT THE OPPORTUNITY**

Reporting to the Board of Directors, the Executive Director (ED) will be deeply committed to the Can Do! vision, mission and fundraising goals. The ED is responsible for defining the strategic direction, annual plan, and long-term vision of the organization. The ED will also be responsible for the day-to-day administration and operation 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 plays a vital role in bringing together representatives from the district as well as individual campus groups (Home and School Clubs) to lead us towards a common goal of maintaining excellent schools and programs.

### **RESPONSIBILITIES**

#### *Development*

- Sets fundraising goals, strategy and progress with the Board of Directors; encourages Board members' active involvement in the fundraising activities.

- Maintains a working knowledge of significant fundraising developments and trends in the field.
- Develops and executes a comprehensive plan and calendar to achieve the Budget.
- Develops and maintains a Fundraising Budget; monitors progress and provides monthly updates to the Board.
- Manages and maintains a donor database; ensures donations and funding have details of past, current and future action steps; upgrades and improves donor data base to analyze donor.
- Executes and manages targeted fundraising and donor cultivation campaigns.
- Develops and executes the Annual Family Giving Campaign including annual appeals in the form of broadcast emails and mailers.
- Develops Business Partner Program with existing and new businesses in the community with special events, communications, and sponsorship opportunities.

#### *Outreach*

- Identifies, communicates, and engages with new and historical Major Donors.
- Develops, cultivates, and maintains relationships with community members and stakeholders, including parents, businesses, community leaders, and district partners.
- Builds awareness of donation opportunities through active volunteerism and participation.
- Guides marketing efforts in the messaging and content of email newsletters, website and digital/social media.
- Connects with the greater community to expand awareness and engage the public; networks with school district, parents, business partners and educational groups to drive collaboration and general awareness
- Deepens and refines all aspects of communications from web presence to external relations with the goal of creating a stronger brand in the community
- Attends and schedules meetings that will further educate, promote, and represent Can Do! in the community.

#### *Board Relations*

- Collaborates with the Board to design and implement the strategic development plan; identifies short- and long-term objectives and requirements.
- Organize and lead monthly Board and Executive Board meetings.

- Communicates with the Board President on all critical issues.
- Develop and cultivate Board of Directors with focus on addressing skill sets that contribute to a working board and providing a balance representation of all 4 schools Recommend and lead implementation of plans for board recruitment, development, and training.
- Collaborate with the Board to implement bylaws, policies, and procedures.

#### *Leadership and Administration*

- Represent, promote, and evangelize Can Do! at all four Miller Creek campuses
- Manages the consistent and timely progress of the development strategic plan to achieve the organization's mission.
- Manage office administrators; hiring and developing the team as well as oversee tasks and responsibilities.
- Develop an 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.

#### **QUALIFICATIONS and EXPERIENCE**

- BA or BS degree, or higher degree
- Five or more years as a development/fundraising professional or the equivalent with progressively increasing career leadership and development success
- Able to manage information using database software and tech savviness.
- Manages the staff related to marketing activities and volunteers related to development activities
- History of fundraising success in a community-supported organization
- Able to establish, articulate and maintain effective organizational priorities
- Demonstrated ability to make successful presentations to individuals and/or groups and with people at all levels and from various backgrounds
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders
- Strong motivational, management, and interpersonal skills with staff, volunteers and the community
- Strong organizational, problem-solving, and analytical skills; demonstrated ability to plan and organize projects

- Demonstrated ability to work creatively and effectively with a volunteer Board of Directors
- Entrepreneurial and resourceful leader who is able to recognize and act on new and potential opportunities
- Excellent written, oral communication skills
- Commitment to excellence and high standards
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Strong commitment to the mission of Can Do!; passionate about youth education programs
- Knowledge of the Miller Creek 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.
- Flexible schedules available.
- This is not a Miller Creek School District position.
- No benefits package available.

### **TO APPLY**

Please email your cover letter addressing your interest in our mission and relevant experience, resume, and compensation expectation to: [jobs@candoschools.org](mailto:jobs@candoschools.org); please put "Executive Director Position" in the subject line.