



## **Ravenswood Education Foundation Executive Director Job Description**

The Ravenswood Education Foundation (REF) is a nonprofit organization dedicated to ensuring equitable and high-quality educational opportunities for Ravenswood students by building on local strengths and engaging the entire community. REF advances this mission by raising the funds to support specific, consistent, student-focused programs that augment the services funded by the Ravenswood City School District (RCSD). REF works in partnership with the District, carefully monitors all program investments, and measures results using a collaborative, community-oriented approach.

### **About Ravenswood City School District (RCSD)**

RCSD is composed of 2400 students attending six elementary schools and one middle school in East Palo Alto and eastern Menlo Park, California. The student population is 83% Latino, 8% Pacific Islander and 7% African American. 89% of Ravenswood students are low-income, 60% are English-learners, and 44% are homeless or living in temporary housing. Average annual teacher salaries are \$35,000 less than surrounding districts.

### **Executive Director Position Summary**

REF is seeking an effective, experienced, relationship-driven leader to build on our strong foundation, partner with RCSD, and galvanize support from local communities to enable significant improvements in student outcomes. This position reports to the REF Board of Directors and is responsible for the day-to-day management of all fundraising activities that fund REF's annual budget of over \$3 million. In addition, with the support of the Board, the ED leads strategic planning, partners with RCSD on program development, funding and measurement, and oversees all other operations. REF's Office is located in the RCSD office in East Palo Alto, California.

### **Responsibilities**

#### Mission and Strategy

- In partnership with the Board, develop and refine REF's mission, core values and strategic priorities
- Develop and implement annual goals and plans that achieve REF's mission, consistent with our core values and strategic priorities
- Serve as the spokesperson for REF and ensure that REF and its mission and programs are consistently and effectively communicated to all relevant stakeholders.
- Establish REF as a trusted, informed partner in the community.

### Advancement/Fundraising

- Partner with the Board Communications and Development Committee to identify resource requirements, set fundraising goals and develop strategies.
- Achieve REF fundraising goals by overseeing/conducting all fundraising activities, including the annual campaign, the REF Gala, grant-writing, and discussions with major donors.
- Develop compelling content for REF communication vehicles including the website, Facebook, annual report, newsletter, donor appreciation letters, and other promotional materials.
- Maintain strong relationships with foundations and other current/potential major donors. Meet regularly to discuss RCSD's achievements and challenges and share REF funding opportunities.
- Research and identify new funding sources, as needed to meet fundraising goals.
- Oversee the administration and maintenance of fundraising records and documentation.
- Oversee volunteer programs managed by REF, including Adopt-A-Teacher and Adopt-A-School.
- Engage volunteers with the essential skills to support the mission and vision of REF.

### Collaboration with RCSD to Enable Quality Programs

- Serve as the interface between REF and the Ravenswood City School District.
- Maintain effective relationships with District School Board, administrative leadership, principals, teachers and parents to enable a deep understanding of the challenges facing the District and opportunities to provide support.
- Attend District School Board meetings and participate in the Superintendent's extended cabinet meetings, administrative leadership meetings, school site visits and community events, as needed to inform REF program development.
- Maintain knowledge of the local and state issues and trends impacting public education policy.
- Working with the Board Program Committee, oversee the selection, documentation, and regular data-driven evaluation of all programs funded by REF and any other projects under the purview of REF.
- Serve as the interface between REF and other non-profit partners.
- Collaborate with the District and other partners to create and develop new programs as needed to improve student outcomes.

### Operational and Financial Management

- Ensure the fiscal integrity of REF. Work in partnership with the Finance Committee to implement thoughtful and accurate financial planning, monitoring, and reporting.
- Work with the REF Treasurer and Board Program and Finance committees to recommend a yearly budget for Board approval, and then prudently manage REF's resources within those budget guidelines, according to current laws and regulations.
- Effectively manage the human resources of REF according to Board-authorized personnel policies and procedures that fully conform with all federal and state regulations.
- Ensure regular updates to REF donor records, working with various programs including Salesforce, Constant Contact, Facebook, Quickbooks, and Greater Giving.
- Undertake such other duties necessary to carry out the role of Executive Director or as may be assigned to the Executive Director by the Board.

### Board Governance

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
- Work with the REF Board Chair to support operations and administration of the Board.
- Serve as an active non-voting member of the Board and its committees.

### **Position Requirements**

The ideal candidate will possess many of the following:

- Passion for and commitment to REF's mission
- Unquestionable integrity and commitment to professional ethics
- Five or more years of senior non profit management or comparable experience.
- Ability to collaborate with, manage, and motivate board members and other volunteers
- Ability to solicit personal, corporate and foundation donations of large annual gifts (\$10,000-1,000,000+)
- Ability to work in close partnership with the REF Board and the School District to drive toward a shared vision
- Demonstrated excellence in written and verbal communications including public speaking
- Results orientation and self-starter approach
- Enthusiasm and ambition to work in the fundraising realm
- Excellent organizational ability and attention to detail
- Creative and innovative problem solving skills
- Ability to use current desktop office technologies.
- A bachelor's degree or equivalent experience required

**Deadline for applications:** Accepted until a qualified candidate is hired.

**Estimated Start Date:** June/July 2019

**Compensation:** REF offers a competitive compensation and benefits package.

**Confidential Application Process:** Please email your cover letter summarizing your interest, qualifications, and experience, along with an updated resume to: Search Committee at [SearchCommittee@ravenswoodef.org](mailto:SearchCommittee@ravenswoodef.org). Please note "Executive Director Application" in the subject field. Resumes must have a cover letter in order to be considered. For information about the organization, visit [www.ravenswoodef.org](http://www.ravenswoodef.org).