



SAN LUIS COASTAL

UNIFIED SCHOOL DISTRICT

Executive Director, San Luis Coastal Education Foundation
\$120,864 per year

Application Deadline: November 5, 2018

Position Overview

San Luis Coastal Unified School District is seeking a dynamic Executive Director for the newly formed San Luis Coastal Education Foundation. The right candidate will weave a variety of development strategies to creatively inspire support for the local school district. The Executive Director will need to work collaboratively with the school district and the Foundation Board in order to mutually embraced funding priorities.

Purpose of Position

Provide vision, leadership, strategic direction and administrative oversight for the sustainability of the San Luis Coastal Education Foundation (SLCEF). Develop a comprehensive fundraising effort for the Foundation including gift development, targeted campaigns, communication to the community, prospect research, alumni relations, annual fund drive, business partner relations, legislative relations, and perform other duties as required.

Responsibilities and Duties

- In collaboration with the San Luis Coastal Education Foundation Board, build, maintain, cultivate and solicit existing and new prospects for major donor gifts, future planned giving and annual campaigns. Use prospect research to develop and implement ongoing donor cultivation, solicitation, acknowledgement, and recognition strategies including events aimed at donor prospects; use specialized donor database software to track and maintain donor records. Develop, plan and implement a comprehensive annual fund program with Business Partners, Alumni Programs and other fundraising programs.
- Plan, develop and manage the budget of SLCEF; manage Foundation's assets and disbursements, including any endowed funds; supervise the financial

accounting system for the Foundation's fiscal activities; maintain all necessary tax, payroll and accounting records, audits and reports required for a 501(C)3 organization.

Build and maintain an effective working relationship with the SLCEF Board, SLCUSD School Board, administration, and staff, as well as the community for the purpose of developing and meeting shared goals and objectives.

Monitor state and federal legislation that can affect educational foundations; keep Superintendent and SLCEF Board apprised of changes which may affect fundraising programs and practices; interpret and apply rules, regulations and District policies.

Qualifications and Skills

- Knowledge of resources, strategies and procedures for planning, directing and coordinating Foundation activities.
- Ability to develop and implement goals and plans by working with Boards, committees, volunteers and staff.
- Make the "ask" of donors and corporate leaders
- Effectively present and promote the Foundation to the staff and public.

Benefits

- Benefits include 25 vacation days, 14 holidays and 12 sick/personal days annually.
- Medical, dental and vision insurance for employees and dependents.
- CalPERS retirement contributions.

Applicants must apply via EdJoin: <https://www.edjoin.org/Home/JobPosting/1104671>