

FOUNDATION FOR THE FUTURE

MENLO-ATHERTON HIGH SCHOOL

Supporting Excellence in Education

TITLE:	Executive Director
ORGANIZATION:	Foundation for the Future, Menlo-Atherton High School
REPORTS TO:	Board of Directors

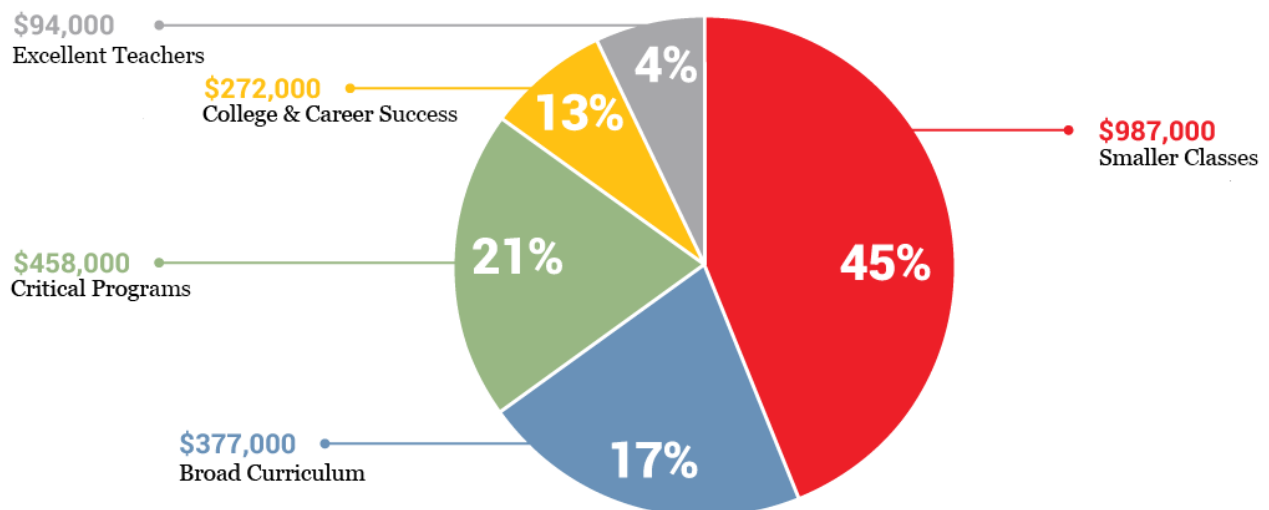
MISSION

Founded in 1992, the Foundation for the Future supports vital academic programs, steadily improving student performance. Designated a 2007 and 2013 California Distinguished School, Menlo-Atherton High School (M-A) is among the top-ranked high schools in the country. The generous support of our donors advances our goal of providing a better educational experience for every M-A student by funding smaller class sizes, an expanded course offering, professional development for our teachers, college and career prep, and essential programs and services.

ABOUT THE ORGANIZATION

The fundraising goal for the current school year is \$2,500,000. This represents over 13% of the school's annual budget. These funds support the salaries of key teachers, academic support personnel and college counseling staff. Contributions come primarily from parents of current and former students, as well as community donations and grants. The M-A community recognizes the value of a well-funded public school and the Foundation works closely with the M-A administration to ensure the best educational experience possible for all students.

FY2017/2018 WHAT WE SUPPORT



KEY PROGRAMS

Small Classes (\$987,000) 45%

The Foundation has been able to reduce class-size in 285 classes including core subject courses—English, Social Studies, Math, Science and World Languages. Enrollment in all English classes is capped at 30 students, and 19 additional sections of AS (advanced standing) and AP (advanced placement) are provided.

Broad Curriculum (\$377,000) 17%

This year, 17 elective courses will be funded by the Foundation to allow students to pursue their passion. In addition, the Foundation provides funds for other classes to ensure that resources are in place to improve the educational experience for all students.

College and Career Success (\$272,000) 13%

The Foundation supports college counseling and resources, including a College Advisor, SAT prep classes, two guidance counselors and SAT subject matter classes.

Excellent Teachers (\$94,000) 4%

The Foundation provides funds to enable teachers to collaborate with department colleagues to strengthen curriculum, and to participate in teacher-training and continuing education programs. The Foundation is pleased to welcome new teachers to M-A with a check to help defray classroom set-up costs and to recognize excellence in teaching through annual teacher awards.

Critical Programs (\$458,000) 21%

The Foundation supports salaries and a wide-range of classes and programs that reflect student interest and the administration's priorities including: homework centers, tutors, partnership for success, restorative justice, honors institute and Star Vista counseling services.

ABOUT THE OPPORTUNITY

The board is seeking a full time, results-oriented leader to lead fund-raising efforts and expand the mission of the Foundation. The ideal candidate will possess a passion for fundraising, education and community. The candidate will have professional skills obtained through relevant educational degrees, not-for-profit or for-profit professional work experience and/or philanthropic community-based experience.

We are seeking a candidate that will become an integral part of the fabric of the Menlo-Atherton High School professional staff to connect the needs of the students to the resources of the Foundation. The ideal candidate will have strong interpersonal skills and the ability to build networks, drive awareness and messaging, identify areas for improvement, provide year -to-year continuity, and be the face of the Foundation within the M-A community.

With the support of the volunteer Board, the Executive Director will oversee all operational aspects of the Foundation including fundraising, marketing, financial management, organizational development, Board engagement and direct management of the annual solicitation of families and community members.

Responsibilities

Organizational Leadership and Management:

- Serve as a compelling spokesperson and leader for the Foundation's vision, strategy and operations
- Collaborate with and support the Board, focusing on results and accountability. Oversee all programmatic, operational, financial and fundraising activities of the organization
- Expand development efforts – specifically focus on creating new programs to expand relationships with key donor groups including individuals/parents, community, institutions and other educational-related philanthropic organizations
- Encourage and develop Board participation including aiding the Board Nominating Committee to identify new board members from the community

Fundraising/Development:

- Develop overall fundraising target consistent with the Foundation's mission. of supporting all M-A students through the funding of programs -- not funded by the Sequoia School District – critical for our students to succeed and prepare for their future
- Work with each of the Board committees to develop strategies and timelines for meeting fundraising targets. This includes preparing materials including marketing collateral, communications, donor data and analytics, special events and other resources as required
- Monitor and report fundraising progress to the Board. Assess and evaluate the success of various fundraising programs and report assessment to the Board
- Strive for year-over-year growth, including identifying new strategies for future years and implementing them.
- Cultivate and expand the development of key donor families and community members

Marketing:

- Direct all marketing efforts including web, video, design, Constant Contact emails and Bear Notes (M-A's internal weekly electronic newsletter)
- Develop and execute all messaging and marketing collateral
- Manage external communications and dissemination of key messages through the Board, Board Committees, other M-A volunteer organizations such as the PTA and Athletic Boosters
- Develop new marketing programs where appropriate to help drive innovative approaches to fundraising
- Evaluate and maintain the Foundation's database and information strategy annually

Liaison to District/Principal/Educational Staff:

- Represent the Foundation to the Menlo-Atherton High School administration
- Develop strong relationships with M-A leadership including M-A's Principal
- Represent the Foundation on mission-critical school related committees including Shared Decision-Making Council and Site Council. These two committees are responsible for making recommendations for projects and areas to be funded by the Foundation
- Identify and seek Foundation representatives for funding related committees

Financial & Administrative – COO Duties:

- In partnership with Treasurer and Finance and Investment Committee oversee Annual Financial/Operating Budget and activities for the state mandated annual audit
- Manage and coordinate monthly executive committee and full Board meetings

Professional Experience/Qualifications

Experience:

- 5+ years of experience in a management role with budgetary accountability of \$1M+
- Experience managing and working with not-for-profit organizations
- Demonstrated experience in managing and implementing fundraising development programs and producing charitable contributions
- Experience with organizations funded by or partnered with school districts and/or public institutions preferred
- Significant experience working with Boards and Board members through Board service, professional roles or a combination
- Experience and confidence in asking people to contribute time and money
- Established track record of fostering collaboration and team building, mentoring and positive staff interactions in the workplace

Skills:

- Strong suite of general management skills including planning, budgeting, program implementation and risk management controls
- Demonstrated fundraising abilities, including experience soliciting donations and donor stewardship
- Strong delegator and team builder
- Superior relationship building skills and high comfort in working with diverse stakeholders and groups
- Strong verbal and written communication skills
- Demonstrated ability to build relationships and foster an environment of inclusiveness and community

Personal Characteristics:

- Passion for the importance of strong public schools
- Natural coach and teacher who appreciates teamwork and empowering others
- Positive, inspirational and optimistic
- High ethical standards and demonstrated professionalism

Education:

Undergraduate degree preferred

Compensation:

Salary and benefits commensurate with experience

TO APPLY

The search committee is authorized by the Board of Directors. David Henig and Charlie Ryan are Co-presidents of the Menlo Atherton Foundation for the Future. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to DavidH.MAFoundation@gmail.com with "M-A Foundation ED Candidate" in the subject line. Applications will be accepted through January 31, 2019.

Confidential inquiries and a detailed list of Roles and Responsibilities is available by email from Charlie Ryan at CharlieR.MAFoundation@gmail.com

The Foundation For the Future is committed to cultural diversity and strongly encourages women, people of color, individuals with disabilities and veterans to apply. The Foundation for the Future is a non-profit 501 (c)(3) organization. Tax ID 26-0820369