



Polar Bear Foundation  
Northern York County School District  
Dillsburg, PA

## Executive Director Position Description

### ORGANIZATIONAL PROFILE

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The Polar Bear Foundation is dedicated to building a stronger Northern community by creating broad-based support for the investment in creative, innovative and exceptional opportunities for the Northern York County School District.

The foundation was established in 2007 and through its first decade provided funds for numerous projects across all grade levels including academics, athletics, the arts, parent engagement, and more. At the start of the organization's second decade the board is eager to sharpen focus and build philanthropic capacity under the leadership of the PBF's first executive director.

### POSITION SUMMARY

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The Executive Director will be the community advocate and management leader of the Polar Bear Foundation. The Executive Director will be responsible for overseeing the administration, fundraising, programs, and strategic plan.

The Executive Director will be afforded great latitude to develop and implement projects that support the needs of the NYCSD. The Executive Director will serve as the primary liaison between the school district and the Foundation, and as such will ensure that Foundation initiatives align with District priorities. The position is part-time (15 – 20 hours weekly), with a salary commensurate with experience.

### ESSENTIAL FUNCTIONS OF THE JOB

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**I. Organization Mission and Strategy:** Collaborate with the Board to ensure that the mission is fulfilled through programs, strategic planning and community outreach. Specifically, the Executive Director should:

- Work directly with School District Administration to identify areas of District need and communicate those needs to the Board
- Work with the board to define funding priorities and program initiatives that carry out the organization's mission
- Enhance the Foundation's image as the cornerstone supporter of the District by being active and visible in the community and by working closely with other school booster clubs as well as other professional, civic, and private organizations.

- II. Fundraising and Financial Viability: Develop resources sufficient to ensure the long-term financial health of the organization.
- Expand local revenue generating and fundraising activities to support existing program operations.
  - Develop and execute individual, major, and corporate giving plans with the support of Board and foundation volunteers.
- III. Leadership & Management: Ensure ongoing organizational excellence, rigorous evaluation and consistent quality of finance and administration, fundraising
- Actively engage and energize Foundation volunteers, Board members, event committees, alumni, partnering organizations and funders
  - Ensure effective systems to track progress so as to be able to adequately report to board and constituents

#### OTHER RESPONSIBILITIES

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- Plan and implement annual budget
- Supervise and collaborate with Foundation's Administrative Assistant
- Report to and work closely with Board of Directors
- Serve as the primary public face for the organization by representing the PBF at school and community events

#### PROFESSIONAL QUALIFICATIONS

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- Passion for public education and enthusiasm for the NYCSD community
- Excellent written and presentation skills
- Demonstrated success in development/fundraising
- Strong organizational skills including planning, delegating, program development and task facilitation
- Ability to interface and engage diverse volunteer and donor groups
- Four-year degree plus three or more years working in the non-profit arena preferred
- Marketing experience a plus
- Knowledge of and adept use of social media and electronic communication

To apply, send cover letter, resume and list of at least three references to:

Polar Bear Foundation  
ATTN: Executive Director Task Force  
650 S. Baltimore Street  
Dillsburg, PA 17019  
Tel: 717.432.8691 x1125  
Fax: 717.432.1421  
e-mail: pbf@nycsd.k12.pa.us