



POSITION SPECIFICATION

# EXECUTIVE DIRECTOR

## San Francisco Education Fund

San Francisco, CA

### **Leadership Search Partners**

is a search firm focused exclusively on the nonprofit sector. Based in Berkeley, the firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

**Managing Director Scott Staub & Founder Leyna Bernstein**

are leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at [Scott@leadershipsearch.com](mailto:Scott@leadershipsearch.com) or Leyna Bernstein at [leyna@leadershipsearch.com](mailto:leyna@leadershipsearch.com).



**TITLE:** Executive Director

**ORGANIZATION:** San Francisco Education Fund

**LOCATION:** San Francisco

**REPORTS TO:** Board of Directors

### MISSION

Founded over forty years ago, the [San Francisco Education Fund](#) harnesses the power of the community to equip every public school student with the skills to succeed in college, career and civic responsibility. We recruit and train volunteers to serve in classrooms, provide grants to educators, award scholarships to students, and analyze data to target resources where they are needed most to build a bright future for our city and its young people.

### ABOUT THE ORGANIZATION

The San Francisco Education fund places volunteers in public schools and flexible funds in the hands of teachers. The oldest local education fund in the United State, the Education Fund serves high need student populations and school communities. The Education Fund receives financial support from generous individual and corporate donors, public and private grants, and a substantial endowment.

The Education Fund believes that education is more a verb than a noun. It's an action that happens in the real, human exchange of knowledge between a caring adult and a young person. The Education Fund's work focuses at that intersection. The Education Fund invests in teachers—the caring adults who are the frontline of delivering a great education for students—and brings additional caring community members into schools as trained volunteers working to improve the education experience for all students.

In San Francisco, 61% of the students served by the public schools are low income and 27% are English language learners. To break patterns of inequity and stimulate change that will lead to significant improvements in student achievement, the Education Fund concentrates its resources and programming in lower achieving schools with disproportionately large numbers of low income, English language learner, and would-be first-generation college students.

By giving teachers and students grants and scholarships, the Education Fund asks them what they need to succeed. By bringing individual and corporate volunteers into schools, the organization recognizes that it takes a community to deliver great educational outcomes, as even our best teachers and most committed students cannot do this work in isolation.



Key programs include:

- **Literacy and Math Success in Schools** – The Education Fund trains hundreds of volunteers each year to provide high quality tutoring to a set of target schools. There is a strong programmatic focus on literacy tutoring in elementary school and math in middle school as these are crucial skills for students to master on the path to college and career readiness.
- **Teacher Support** – Driven by the belief that teachers know best what their students need, the Education Fund supports teachers' ideas for student success by dispersing grants and providing volunteer support in the classroom.
- **Circle the Schools** – The Education Fund engages local companies and helps them and their employees become active champions for our schools through volunteerism, mentoring, and financial support.
- **Public Engagement** – Informed by the Education Fund's work in schools and with the District, the public is provided the information, guidance and training to participate in student success as volunteers, tutors, donors, and voters. The Education Fund believes in the power of a caring adult.
- **Scholarships** – Through a collaboration with the Maisin Foundation, the Education Fund provides scholarships for high school graduates who have overcome challenges to pursue their postsecondary goals.

#### ABOUT THE OPPORTUNITY

The board is seeking a results-oriented leader with strong interpersonal skills, who has a dynamic and inclusive approach to leadership. The ideal candidate will have the ability to build networks, inspire commitment, drive the continued success of the Ed Fund's current programs, and work with the board to identify new areas in public education where the organization can have an impact. The ideal candidate will also have a proven fundraising track record.

The Executive Director will provide dynamic, and forward-thinking leadership, promoting the fulfillment of the Education Fund's vision and mission. The Executive Director is the public face of the organization and, as such, is a leading and highly visible ambassador for quality public schools in San Francisco.

With the support of a 14 person Board of Directors, the Executive Director will oversee a talented staff of 16, with an annual budget of \$2 million. Fundraising, marketing, financial management, organizational development, board engagement, and staff management are all key areas the Executive Director will be expected to lead.

## **Responsibilities**

### *Organizational Leadership and Management*

- Serve as a compelling spokesperson for the Education Fund's vision, strategy, and programmatic mix among the board, staff, donors, other key stakeholders, and community at-large
- Foster an organizational culture of results, learning, risk taking, responsibility, and accountability
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Deepen and expand relationships with diverse funding sources, including foundations, corporations, individual donors, and government

### *Community Relations and Partnership Development*

- Elevate visibility of the Education Fund and San Francisco public schools through our services and communications and by becoming a visible leader in education circles
- Cultivate and maintain strong relationships with principals, teachers, and school leaders at the Ed Fund's target schools
- Maintain a strong working relationship with the school district to facilitate sharing data and placing volunteers where they're needed most
- Develop strategic alliances with organizations that can advance the Education Fund's mission

### *Board Relations and Development*

- Encourage and develop board participation in the Education Fund's strategic direction and identification of opportunities to fulfill the organization's mission
- Assist Board Governance Committee to identify new board members from the community
- Maintain and grow existing Leadership Council of long-time and significant supporters of the Education Fund

### *Program Development and Delivery*

- Understand current and emerging issues in public education and be able to respond effectively through the Education Fund's portfolio of services
- Enhance and expand the Education Fund's capacity to innovate by actively pursuing new ideas and approaches from a variety of sources, including other local education funds around the country

### *Financial Management*

- In partnership with the Finance Committee, develop, manage and monitor organizational budget, strategically linking revenues and resource allocation



- Prepare regular financial and organizational reports for the board

### **Professional Experience/Qualifications**

#### Experience:

- 7+ years of experience in a management role, including staff management and budgetary accountability of \$1m+
- Experience working in an organization that partners with or serves public schools/students/youth or work experience within the public education system preferred
- Experience working with youth as a teacher, mentor, coach and/or volunteer preferred
- Experience with public/private partnerships strongly preferred
- Proven track record as a fundraiser
- 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
- A 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, hiring and staff supervision, risk management and controls
- Demonstrated fundraising abilities, including experience soliciting donations and stewarding donors
- Strong delegator who holds staff accountable for meeting and exceeding performance goals
- Superior relationship building skills and high comfort in working with diverse stakeholders and groups
- Accomplished communicator with strong verbal and written communications skills, at ease with a wide variety of audiences



- Demonstrated ability to forge new and lasting relationships with partners such as corporations and community organizations

Personal Characteristics:

- Passion for the importance of good public schools
- Natural coach and teacher who appreciates empowering others
- Positive, inspirational and optimistic
- High ethical standards and ability to model authenticity and professionalism
- Resilient, open to new ideas and willing to take risks in service of mission

Education:

Undergraduate degree required; graduate degree in related field preferred

**TO APPLY**

Leadership Search Partners is conducting this search on an exclusive basis on behalf of San Francisco Education Fund. Interested candidates should apply via email by sending a letter outlining qualifications, brief bio and resume as PDF or Word documents to Senior Talent Sourcer Stacey Konner at [Stacey@leadershipsearch.com](mailto:Stacey@leadershipsearch.com) with "SF Ed Fund-ED" in the subject line. Applications will be accepted through **September 29<sup>th</sup>, 2017**

Inquiries may be made, in confidence, to Search Consultants Scott Staub at [scott@leadershipsearch.com](mailto:scott@leadershipsearch.com) or Leyna Bernstein at [leyna@leadershipsearch.com](mailto:leyna@leadershipsearch.com).

**SAN FRANCISCO EDUCATION FUND** is committed to building a culturally diverse staff and strongly encourages women, people of color, individuals with disabilities and veterans to apply. AA/EOE

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