

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Executive Director, Riverside Educational Enrichment Foundation (REEF)
WORK YEAR: 261 Work Days
VACATION: 27 Days
SALARY: \$106,113 - \$124,141
REPORTS TO: REEF Board of Directors

BASIC FUNCTION:

The Executive Director will work with the REEF Board of Directors to carry out the fundraising and programmatic work of the organization. Reporting to the President of the Board, the Executive Director's function will be to achieve the organization's mission, strategy and its annual goals and objectives. This includes overseeing current fundraising activities, providing leadership and strategies for new partnerships, innovative methods for raising money for the Foundation, as well as preparing articulate and persuasive grant applications.

REPRESENTATIVE DUTIES: (*E = Essential*)

Direct and manage signature fundraising events for the organization. *E*

Direct and oversee Endowment development. *E*

Oversight of major gifts, fund management and investment policies. *E*

Create calendar and project list for each event, ensuring all tasks are completed on time and within budget. *E*

Provide detailed reports on each event including expenditures, profit, all detail on the events, and with recommendations for improvements where needed. *E*

Develop pipeline of potential donors and partners by scanning media sources, trade journals and referrals for potential funders. *E*

Identify companies and philanthropic foundations whose funding priorities match REEF's mission. *E*

Work with the development team to research and create a plan to approach top prospects. *E*

Make recommendations to the Finance committee based on capacity and affinity. *E*

Steward current donor relationships, managing appropriate frequency of outreach, communication and engagement. *E*

Establish annual metrics for such tasks as membership growth and grant writing. *E*

Identify and cultivate new donor partnerships. *E*

Prepare grant proposals that tell a compelling story to potential partners. *E*

Develop metrics that help identify the likelihood of securing strategic partnerships. *E*

Maintain active board membership. *E*

Prepare agendas and packets for monthly Executive and Board meetings.

Prepare and provide monthly income statements, make deposits, record all income, pay all bills and make required adjustments to financial statements. *E*

Deliver financial information to the accounting firm, identifying issues and making recommendations as needed. *E*

Meet regularly with all REEF board Committees. *E*

Meet with RUSD to determine annual area(s) of focus. *E*

Work with nominating committee to determine membership openings and solicit new members to discuss with the Board. *E*

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Fundraising processes and best practices.

Professional skills for collaboration and teamwork with others.

Business operations and fiscal management.

MS Office Suite and other job related computer software.

Policies and processes of the public education system.

Strong project management skills.

Investment policies.

Fund management.

Interpersonal professionalism and charisma.

ABILITY TO:

Activate REEF's mission with commitment and passion.

Understand and explain financial statements.

Creative thinking.

Develop strong partnerships with the business community.

Think strategically to manage short-term and long-term plans and goals with a record of achieving results.

Influence outcomes through solid verbal and written communication skills.

Use sound judgement.

Work with a creative and entrepreneurial spirit.

Authentic person who is highly energetic and a natural collaborator.

Proven track record of building relationships that support organizational growth.

Work collaboratively and professionally.

Use modern technology.

Manage competing demands and prioritize appropriately.

Serve as a team player, foster current relationships within the school system and business communities.

EDUCATION AND EXPERIENCE:

Bachelor's degree and a minimum of 5 years of experience in non-profit fundraising, marketing, corporate business environment or related fields preferred.

LICENSE/CERTIFICATION:

Valid California driver's license.

CFRE (Certified Fund Raising Executive) Certification preferred.

AFP (Association of Fundraising Professionals) membership preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor – frequently

Outdoor - occasionally

PHYSICAL DEMANDS:

Dexterity of hands, wrists and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.