

Executive Director, Los Gatos Education Foundation

What is LGEF

Los Gatos Education Foundation (LGEF) is a growing organization with a vision: to unite the Los Gatos Union School District's (LGUSD) parents, local businesses, and the community-at-large to provide funding to elevate the educational experience for all students, beyond the basic state-funded curriculum. LGUSD is a high-performing district with 3,000 students split across 4 elementary and 1 middle schools. LGEF was founded in 1983, currently has 14 volunteer board members and 2 paid staff (including the full-time Executive Director and a part-time Finance Operations Manager). The organization raised \$2,200,000 in the 2022-2023 school year, as the centralized fiscal partner of One Community LG, all of the parent facing organizations in LGUSD. LGEF is targeting to raise \$2.6M in the 2023-2024 school year to support the LGUSD strategic plan. For more information visit <http://lgef.org> and <http://onecommunitylg.org>.

Who we are we looking for

LGEF seeks a dynamic fundraiser, leader, and a hands-on manager who will inspire, guide and build an organization that: achieves consistent revenue growth, attracts high-performing team-oriented board members, and has a great reputation in the community.

This is a full-time, exempt position based in Los Gatos, California. The organization currently has one part-time staff member (in addition to the Executive Director).

Job Responsibilities

Reports to: President of the LGEF Board of Directors

Overall Responsibility

Build and execute a strategic plan that will grow revenue every year to support LGUSD's strategic plan while engaging a broad base of parent and community support.

Revenue

Within the context of our strategic revenue goal, work with the LGEF board to set an annual revenue target and lead the effort to achieve the target. Also set and achieve targets for parent participation, major donors, and business partnerships.

Planning and Strategy

Work with the LGEF board to oversee planning and development of strategy. Develop a strategy to achieve the revenue target set by the LGEF Board (current target is \$2.6 million by the 2023-2024 school year). Ensure suitable practices are put in place to develop and maintain consistent annual growth. Develop and execute engagement plans to nurture relationships with high donor communities to create a spirit of giving. Oversee an annual survey of parents (and possibly other constituencies such as businesses) to understand what will drive greatest donor participation. Lead exploratory team to understand strategy and structure required to shift towards an endowment fundraising model.

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Board recruitment and development

Ensure we have a proactive and engaged board who are leaders within the parent community and town of Los Gatos. Lead the effort to recruit and develop board members. Work with the board president to organize and manage the board.

Communication and relationships

Cultivate and maintain relationships with: the parent community, the school district, Home & School Clubs, school principals, other bay area education foundations, and the broader Los Gatos community. Be a primary spokesperson and champion for the education foundation.

Operations

Provide leadership, direction, and development of staff and volunteers. Oversee budget and (in partnership with board) set specific annual goals and targets.

Work Experience

- Experience leading a non-profit organization
- Proven track record of growing fundraising revenues
- Exceptional people skills to engage and inspire others to achieve goals
- Experience in recruiting and developing non-profit boards
- Experience developing a strategic plan, setting long range policy, and establishing annual program plans and goals
- Proven track record of establishing and cultivating relationships with high donor community
- Experience in building and managing endowment fundraising model
- Experience managing a budget and paid staff
- Experience managing volunteer staff preferred
- Previous experience in the educational sector is a plus but not a requirement

Further Details

This document covers responsibilities at a high level. A specific set of trackable annual goals and tasks will also be established.

Compensation

Salary range of \$120K - \$140K based on experience; bonus based on achieving key metrics; medical, dental and vision benefits; Retirement + matching; paid vacation and sick time.

Submission Process

Submit resume and cover letter to Eric Dunstan, LGEF President at jobs@lgef.org