

## **EXECUTIVE DIRECTOR – BELLINGHAM PUBLIC SCHOOLS FOUNDATION**

The Bellingham Public Schools Foundation (BPSF) is the non-profit partner for Bellingham's K-12 Public School District. We are an important part of our community's collective commitment to Bellingham's children — we work to bridge the gap between general education funds and the actual cost of an education full of opportunity, equity and innovation. Our vision is to empower every child to discover and develop a passion, contribute to their community, and achieve a fulfilling and productive life.

### **ABOUT THE ROLE**

We are seeking a part-time Executive Director (0.8 FTE or 32 hours/week) to oversee the organization's fundraising, marketing, operations, finances and programs. They will be integral to leading the organization into its next phase of growth in partnership with the Board of Trustees.

The ideal candidate will be able to step into this work but we are willing to invest in an individual who brings an exciting vision and demonstrates capacity to grow into this role.

### **KEY RESPONSIBILITIES**

#### **LEADERSHIP & VISION**

- Provide thoughtful executive leadership that is inclusive, transparent and empowering in a manner that supports and guides the organization's mission as defined by the Board of Trustees.
- Foster and cultivate trusted relationships and ability to message to a diverse set of organizational stakeholders that includes the Board, District Leadership, donors, students and families.
- In collaboration with the Board and staff, implement the organization's strategic plan, ensuring day-to-day financial accountability and operational efficiency while stewarding long-term interests and overall growth of the Foundation.
- Serve as a strategic thought partner within the Bellingham Public Schools leadership and executive teams by understanding the landscape of needs across the district and foster collaborative solutions to meet those needs.

#### **COMMUNITY VISIBILITY, FUNDRAISING AND COMMUNICATIONS**

- Increase awareness of the BPSF mission, programs, partners and impact in the community.
- Actively and visibly represent the organization amongst public and government entities, foundations, corporations, community partners, and individual donors.
- Alongside the Development Officer, drive development goals and fundraising strategy in collaboration with the Board.
- Alongside the Development Officer, identify, cultivate and solicit major and planned gifts; seek to expand local revenue and broaden fundraising activities in sophistication and scope as the organization's work evolves.

- Ensure transparent marketing and communications to all stakeholders that further the mission and clearly demonstrate impact.

## **GENERAL MANAGEMENT, FINANCE AND ADMINISTRATION**

- Foster a collaborative working environment that attracts and retains a diverse and effective staff, champion accountability amongst staff.
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management and compensation.
- Lead the budget and financial planning process; be accountable for the organization's adherence to a sustainable financial plan and budget; oversee internal and external financial controls; prepare financial and operating reports for the board and stakeholders.

## **GRANTS AND PROGRAMS**

- Ensure the organization's grants and programs align with the mission and strategic objectives.
- Encourage the experimentation and piloting of new innovative programs and services to meet evolving strategic needs.

## **BOARD RELATIONS**

- Act as the primary liaison to ensure a well-functioning and diverse governing board. Secure the Board's confidence by respecting the time, talent and opinions of the board, provide timely and concise communications on critical matters including information essential for governance decisions; provide training for growth in the board role, make clear and sound recommendations for Board action.
- With the Board Chair, coordinate the efforts of various committees and task forces, develop Board meeting agendas, planning sessions; attend Board meetings.

## **PREFERRED EXPERIENCE AND QUALIFICATIONS**

The Executive Director should have the following experiences and qualifications:

- Strong leadership skills; knowledge of non-profit best practices; direct experience evolving operations from early stage to the next phase of growth with more structured systems and processes.
- In depth knowledge of the community served by the Bellingham Public School District.
- Proven managerial and operational effectiveness in organizations or departments of similarly sized budgets and staff; financial and budgeting experience in the not-for-profit, public or private sectors.
- A successful track record in attracting financial support from individuals, foundations, and businesses; demonstrated results in personally cultivating and sustaining donors.
- Human resources knowledge; adept at staff training and development, motivating, support and problem solving.

- Outstanding oral and written communication skills; a confident public speaker and presenter; the ability to work effectively with individuals from diverse backgrounds.
- Thoughtful and strategic approach to building organizations and programs to address community needs.

#### **PERSONAL CHARACTERISTICS**

- An entrepreneurial spirit and balanced risk-taker to steward the organization; one with imagination who can see the possibilities of serving students more effectively through innovative grantmaking.
- Sets the bar high for themselves and their team; a “doer” with a willingness to work hands-on without micromanaging; a high energy level, upbeat personality; values and appreciates hard work and commitment.
- Results-oriented; adept at planning, prioritizing, organizing and following through.
- Straight-forward, transparent, listens well and provides feedback when and where appropriate, and imparts trust and integrity, open to different points of view.
- Flexible, but with strong time management and prioritization skills.
- A high level of emotional intelligence; committed to developing relationships with staff and district employees and treating them with respect and kindness.
- An individual possessing patience and a sense of humor, who is able to maintain balance and perspective.

Job Types: 0.8 FTE, Salaried

Pay: \$78,000 – 85,000 per year FTE