

Great Valley School District Education Foundation
Executive Director/Chief Development Officer Job Description

The Great Valley School District Education Foundation, (GVSDEF) is an independent, 501(c)(3) nonprofit based upon the philosophy that public education can be endowed through a broad-based system of community support, thus providing another avenue for enhancing and augmenting educational opportunities in the Great Valley School District. The overall mission of the organization is to enrich the total student experience in Great Valley School District, as a community partner, by funding special projects and programs.

Position Summary: The Executive Director/Chief Development Officer (ED/CDO) is responsible for leading the operations and management of GVSDEF, including specifically its fundraising efforts, and reports to the Board of Directors through the supervision of the Board President and Executive Committee (EC). The ED/CDO has overall strategic and operational responsibility for executing the mission of GVSDEF in collaboration with the GVSDEF Board of Directors. This can be either a full-time or part-time position depending on the needs of the qualified applicants. The position is primarily in-person, but there is flexibility for some remote work. Some evening and weekend in-person work required for meetings and events.

Full Time Salary Range: \$85,000 - \$105,000

RESPONSIBILITIES AND DUTIES:

Fundraising and Resource Development:

- Coordinates and executes a comprehensive strategy of fundraising in conjunction with GVSDEF Board and Committees.
- Researches, identifies, and contacts potential sources of funding, including Great Valley School District alumni, private foundations, corporations, local businesses, and individuals with a focus on identifying opportunities for larger gifts and planned giving possibilities.
- Expands partnerships that will lead to sustainable, diversified funding streams and significant philanthropic investments in GVSDEF's future.
- Partners with Fund Development committee on existing fundraising efforts and in developing ideas for future fundraising opportunities.
- Writes grant proposals in collaboration with Fund Development committee.
- Works with administrative assistant to maintain and update donor databases as well as to maintain accurate records of all fundraising activities.

Organizational Leadership:

- Ensures that all GVSDEF activities are consistent with its long-term goals and mission.
- Develops outside partnerships as needed to enhance GVSDEF strategies and tactics.
- Works closely with the Treasurer, Manager of Administrative Services, and appropriate Committee Chairs to coordinate the finances related to the GVSDEF.

- Effectively uses GVSDEF's office and software systems to support development projects and program operations, including GVSDEF's fundraising database
- Collaborates with Board members, volunteers, staff, and others to uphold a supportive culture that inspires active participation and clear, open communication.
- Works with the EC and Board members on the organization's annual and long-term plans regarding GVSDEF's goals.
- Attends Board meetings and prepares reports as requested by the EC.
- Supports and oversees GVSDEF marketing and communication strategies/activities.
- Ensures employees, contractors, volunteers, and business practices comply with regulatory and legal requirements and GVSDEF policies.

Community Engagement:

- Works closely with GVSDEF committees to actively promote public awareness of, and engagement with, GVSDEF.
- Monitors all matters related to public education and funding approaches in collaboration with the EC and President.
- Acts as a key GVSDEF spokesperson, articulating the vision in a motivational way.
- Builds a broad range of relationships to support and enhance awareness of GVSDEF and its mission.

Volunteer Management:

- Identifies, recruits, trains, and energizes a talented team of volunteers to carry out the mission of GVSDEF.
- Cultivates a welcoming and positive environment that inspires teamwork, accountability, and quality performance.
- Ensures fair and consistent human resource practices and seeks to implement systems and practices that encourage staff and volunteer retention.

Qualifications:

- Bachelor's Degree
- Minimum of 5 years professional fundraising experience
- Competent and charismatic, visionary leader skilled in building relationships with potential funders and community partners
- Outstanding communication and interpersonal skills, including grant writing and public speaking
- Proven abilities and experience in fiscal management, budget creation, and problem solving
- Ability to maximize fundraising CRM software for revenue growth (GVSDEF uses Bloomerang)
- High standard of integrity and ethics
- Strong commitment to the mission of GVSDEF (knowledge of the Great Valley School District and the local community is a plus)
- Understanding of, and interest in, public education is a plus

Application Process:

Please send your resume, salary requirements, and professional references, with cover letter to careers@matchnpc.com

It is the policy of the Foundation to not discriminate and to provide an equal opportunity for all regardless of race, color, age, creed, religion, sex, gender, genetic information, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

www.gvsdef.org