

LANCASTER EDUCATION FOUNDATION EXECUTIVE DIRECTOR

The Lancaster Education Foundation(LEF) 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, which provides another avenue for enhancing the educational opportunities in the School District of Lancaster (SDoL). The overall mission of the organization is to support teaching excellence and student success in SDoL.

Position Summary: The Executive Director (ED) is responsible for leading the operations and management of LEF, specifically its fundraising efforts, and reports to the Board of Directors through the supervision of the Board President and Executive Committee (EC). The ED has overall strategic and operational responsibility for executing the mission of LEF in collaboration with the LEF Board of Directors and staff. This position is 30 hours per week and is primarily in-person but there is flexibility for some remote work. Some evening and weekend in-person work may be required for meetings and events.

RESPONSIBILITIES AND DUTIES:

Fundraising and Resource Development:

- Coordinates and executes a comprehensive fundraising strategy in conjunction with LEF staff, board and committees.
- Researches, identifies, and contacts potential sources of funding, including SDoL 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 LEF's future.
- Partners with the Fund Development committee on existing fundraising efforts and in developing ideas for future fundraising opportunities.
- Writes grant proposals.
- Works with the program manager to maintain and update donor database (Bloomerang) as well as to maintain accurate records of all fundraising activities.

Organizational Leadership:

- Ensures that all LEF activities are consistent with its long-term goals, mission, and strategic plan.
- Develops outside partnerships as needed to enhance LEF's ability to serve the SDoL community.
- Works closely with the Treasurer and appropriate committee chairs to oversee all of the finances related to LEF.
- Effectively uses LEF's office and software systems to support development projects and program operations, including LEF's accounting program (Quickbooks) and fundraising database (Bloomerang).
- Collaborates with board members, 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 LEF's goals.
- Attends Board meetings and prepares reports as requested by the EC.
- Supports and oversees LEF marketing and communication in conjunction with the Marketing and Communications Committee.
- Ensures employee and business practices comply with regulatory and legal requirements and LEF policies.
- Oversee LEF and the McCaskey Alumni Association staff and operations.

Community Engagement:

- Works closely with LEF committees to actively promote public awareness of, and engagement with, LEF.
- Monitors all matters related to public education and funding approaches in collaboration with the EC and Board of Directors.
- Acts as a key LEF spokesperson, articulating the vision in a motivational way.
- Builds a broad range of relationships to support and enhance awareness of LEF and its mission.
- Work collaboratively with all levels of SDoL management, School Board, Federal/State/Local agencies, families and the community.

Qualifications:

- Bachelor's Degree preferred.
- 5 years of professional fundraising experience preferred.
- Excellent 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.
- Commitment to the mission of LEF (knowledge of the SDoL and the local community is a plus)
- Strong understanding of, and interest in, public education.

Application Process:

Please send your resume and cover letter with three references to LEFEDsearch@gmail.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.

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