



**Chesterfield Education Foundation  
Executive Director  
Job Posting**

**Do you believe that every child should have an equitable opportunity for educational success? Do you support innovation in schools? Have you shown success in fundraising and leadership? If so, this position may be of interest.**

**THE OPPORTUNITY**

The next Executive Director (ED) of the Chesterfield Education Foundation (CEF) will have the opportunity to increase the impact CEF has on equitable and innovative programs to support Chesterfield County Public Schools (CCPS). The ED will work with an engaged staff and a committed Board to raise funds to support CCPS students and teachers. CEF:

- Makes a positive impact on education in Chesterfield County, with a focus on equitable opportunities for students.
- Supports classroom innovation through grants to teachers.
- Engages the community – corporations and individuals – to support our schools.
- Supports innovative programs designed to give at risk students extra support.
- Supports programs to attract and retain teachers from diverse backgrounds.

The ED will be the outward face of CEF and a highly visible leader in Chesterfield County. This is an excellent opportunity for someone who wants to continue in an ED role for a growing organization or for someone who is ready to move into a leadership role.

**CHESTERFIELD EDUCATION FOUNDATION**

The Chesterfield Education Foundation (CEF) was founded in 1989 by community and business leaders who recognized that public funds alone cannot adequately support the ambitious efforts to advance student achievement in Chesterfield County Public Schools. (CCPS) The Foundation works closely with the Superintendent and other school administrators to meet urgent needs while supporting strategic initiatives. CEF’s programs include:

The Chesterfield Education (CEF) exists to provide equitable educational opportunities and increase classroom innovation for Chesterfield County Public Schools’ (CCPS) students.

**INNOVATION GRANTS FOR TEACHERS:** CCPS teachers may apply annually for a grant of up to \$5,000 to implement creative learning opportunities for their students.

**SCHOLARSHIPS FOR GRADUATING SENIORS:** CEF has more than \$250,000 in endowed or designated scholarship funds established in honor or in memory of alumni and friends of CCPS.

CEF also collaborates with CCPS and provides funding for programs such as:

**ASPIRE:** CEF collaborates with CCPS to implement after-school and summer programs.

**EARLY EDUCATION:** Chester Early Learning Academy (CECLA) serves 350 3- and 4-year-old students from low-income households.

**CHESTERFIELD RECOVERY ACADEMY:** The only program of its kind in the state of Virginia, the academy offers students the support necessary to recover from substance abuse, reintegrate into a traditional school setting, and make progress toward high school graduation.

**MIRROR ME:** Mirror Me aims to recruit and retain teachers from diverse backgrounds.

For more information, please see the [CEF Website](#).

## ED RESPONSIBILITIES

### Overview

The Executive Director is responsible for the overall performance of CEF, including collaborating with CCPS leadership, fundraising, managing selected programs, attracting and retaining talent, and providing financial oversight. The Executive Director reports to CEF's Board of Directors.

### Specific Responsibilities

It is impossible to identify every specific responsibility of the ED. The following provides good insight into the Board's expectations for the ED.

### Leadership

- Mission Driven - Demonstrate a passion for the organization's mission
- Strategic Direction – In collaboration and partnership with the Board, establish the strategic direction of CEF and implement strategies to achieve agreed-upon goals.
- Culture- Create and maintain a culture of teamwork, openness, and trust.
- Talent Management – Attract, develop, and retain a talented and engaged staff.

### **CEF Fast Facts:**

**Employees:** 3 full-time, plus 3 part-time.

**# CCPS Schools:** 67

**# CCPS Students:** 64,000+

**# Title I Schools:** 23

**CCPS Demographics:**  
Majority minority

## **Fundraising**

- Donor Relationships – Increase the number of active donors and the amount given each year. Provide good stewardship of donors' investments.
- Community – Serve as the outward face of CEF and increase community awareness of its impact.

## **Relationships**

- Board Relations – Cultivate and maintain a strong partnership with the Board.
- CCPS Partnership – Collaborate with CCPS leadership to determine how CEF will support CCPS's needs that align with the CEF mission.

## **Programs**

- Program Development - Ensure that programs are aligned with CEF's mission and strategic direction.
- Evaluation and Sustainability – Ensure that CEF programs are impactful and financially sustainable.

## **Financial Oversight and Management**

- Controls - Ensure adequate controls to protect CEF's assets.
- Budgets - Collaborate with the finance committee to establish annual budgets.
- Reporting -Ensure accurate and timely reporting of financial results.

Compensation is commensurate with experience. The minimum starting salary for this position is \$130,000.

## **QUALIFIED CANDIDATES**

The search committee recognizes that each candidate brings a unique set of skills and experiences. The following overview is intended to provide insight into the committee's thoughts regarding the skills, experience, and attributes of qualified candidates.

### **Experience**

- Bachelor's Degree
- Demonstrated success in fundraising
- 10+ years in leadership positions
- Responsibility for developing and managing a budget
- Knowledge of non-profit operations

### **Personal Characteristics**

- Exhibits a passion for educational success for each student
- Insists on a high standard of ethics from self and others
- Builds successful relationships with all stakeholders
- Demonstrates commitment to cultivating a respectful and inclusive culture
- Recognizes the effect of personal actions and board decisions on the Foundation's reputation in the community
- Accepts accountability for personal actions and uses mistakes as learning opportunities
- Demonstrates sound judgment in dealing with issues
- Solicits and thoughtfully considers alternative ideas

### **TO APPLY**

To apply, please send a cover letter and resume to: [kwhitney@WarrenWhitney.com](mailto:kwhitney@WarrenWhitney.com) with “CEF Executive Director” in the subject line.

The search committee understands that an expression of interest may be exploratory in nature. Candidate information will remain confidential until the final stages of the search. References will be requested later in the search process and will not be contacted without expressed permission from the candidate.

For best consideration, please apply by November 11, 2023.

CEF is an Equal Employment Opportunity (EEO) Employer. It is a fundamental policy not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.