

Redwood City Education Foundation Executive Director Job Description

Job Description

Are you a nonprofit professional with a passion for education and children? Are you committed to growing educational opportunities for our children – our future? Do you have the leadership skills to drive results for a nonprofit that shares your values? Are you both a strategic thinker and a hands-on contributor? If yes, this is the perfect opportunity for you.

For over thirty years, the Redwood City Education Foundation (RCEF) has been dedicated to advancing and enriching educational opportunities for all children in the Redwood City School District. Our district is richly diverse with students representing a wide range of ethnic, racial, religious, and socioeconomic backgrounds, as well as many different languages - Redwood City has three language immersion schools (two Spanish and one Chinese). Our supporters are loyal and dedicated individuals and businesses that include parents, community residents and organizations, city and county officials and employees, local businesses, and Silicon Valley business leaders, as well as highly respected educational institutions including Stanford University.

RCEF's vision is to aggressively increase support for the Redwood City School District in the coming years in line with the growth and prosperity of our city. As RCEF's Executive Director, you will work with staff, board members, and volunteers to develop and implement our long-term strategic plan and meet annual fundraising goals, as well as create ideas for expanding and enhancing existing and new programs and services. In addition, you will develop and strengthen relationships with our key donors, corporate sponsors, and community partners.

Responsibilities

The position is home and community-based, full-time with flexible hours, and includes the following responsibilities:

- Drive development of the long-term strategic plan and own the implementation of that plan together with the Executive Committee.
- Lead the development and implementation of RCEF's fundraising plan, including:
 - Key campaigns: Annual breakfast, two city-wide run/walk races, and annual benefit concert
 - Grants: Identify grant opportunities, submit proposals, and prepare reports
 - Sponsorships: Secure new corporate, business, and individual support
 - Donors: Manage donor cultivation and stewardship

- Manage the day-to-day activities of the organization, including supervising, coaching, and working remotely with staff and the Board of Directors.
- Ensure organizational governance is in place befitting an organization of our size.

Qualifications

- Bachelor's degree required
- Previous leadership experience with other nonprofits required, preferably with an educational focus
- Successful fundraising track record with similar constituency
- Strong leadership, organizational, and project management skills, including managing virtual (home- and community-based) team
- Strong interpersonal skills, including the ability to build and maintain relationships with diverse stakeholders and volunteers
- Positive energy and enthusiasm and a passion for education
- Excellent communication skills, both verbal and written
- Knowledge of the Redwood City School District and community desirable but not required

To apply, email resume and salary requirements to: info@rcef.org.

About RCEF

RCEF is a 501(c)(3) non-profit organization whose mission is to advance and enrich the educational opportunities of all children in the Redwood City School District. Programs funded include music, STEM, Outdoor Education, and more. Learn more at www.rcef.org.