



Pleasanton Partnerships in Education Foundation
Request for Candidates - Executive Director

Location: Pleasanton, CA
Type: Full-time, flexible schedule
Posted: November 7, 2022
Requisition: Executive Director

Job Description:

PPIE (Pleasanton Partnerships in Education Foundation) supports ALL 15 Pleasanton schools, ALL 14,000+ students and ALL 800+ teachers and staff to ensure high quality education in an equitable manner across the Pleasanton Unified School District. With funding made possible by Pleasanton families, community leaders and foundations, and our valued business partners, PPIE provides supplemental staff, innovative grants, and opportunities for community engagement in our school system. PPIE is a non-profit 501(c)(3) organization (Fed ID #94-3046738) and has served the Pleasanton community since 1987.

The Executive Director (ED) of the Pleasanton Partnerships in Education Foundation (PPIE) serves as the organization leader and primary public representative, reporting to the PPIE Board of Directors. The ED works in partnership with the Board to ensure that the organization fulfills its mission and to create strategies aligned with the Board's vision to ensure successful engagement with educational leaders, local businesses and the community at-large. The ED is responsible for the marketing and community relations of the organization, for coordinating all development and fundraising initiatives, for the management of fiscal resources, and for supervising volunteers. Primary responsibilities include:

Community and Business/Corporate Engagement: establish and maintain effective relationships within the community and also with local businesses.

- Build collaborative partnerships with the local business community, city officials and others to support students, raise funds and grow PPIE's impact on schools and students
- Provide leadership and oversight for annual fundraising events (such as Fall Gala and Run for Education) by developing outreach and communication plans with staff (part-time and volunteer) and the Board of Directors
- Coordinate and directly participate in multiple comprehensive fundraising programs with a high degree of professionalism and integrity – including development, marketing, event management, grant writing, and donation processing
- Identify, cultivate and personally solicit donor prospects - both individual and business sponsors - in direct support of the board strategy and organizational goals, leveraging Board members as necessary

- Promote and recognize active and broad participation by a highly engaged and motivated team of volunteers in all areas of the PPIE's work to assist in delivering both the strategic and tactical elements of our goals.
- Oversee PPIE communications, including social media and other media, to improve PPIE's profile among school families and the community at large. In support of annual communication needs, produce an annual report suitable for marketing and donor recognition purposes

Educational Leader Engagement: establish and maintain effective relationships with school-site volunteers, teachers, principals and PUSD personnel.

- Work with school leadership and parent organizations to raise PPIE profile among school families and teachers and to increase donor participation rates among school families
- Attend school and other community functions, including PUSD Board meetings, parent club meetings and other functions, as necessary to build PPIE profile and to educate the community about PPIE's impact on schools
- Act as the liaison between PPIE, each of the 15 schools, and PUSD, leveraging and engaging Board members as necessary to further the mission of the Foundation.
- Oversee PPIE Ambassador program, leading and coordinating efforts of the school site representatives to successfully execute the annual Giving Fund efforts
- Oversee existing Foundation grant program which awards funds to student and teacher applicants, leveraging volunteers and/or staff as applicable

Board Engagement: maintain accountability to Board of Directors through monthly board meetings.

- Collaborate with the Board - primarily executive Board members (Board President, Vice President, Treasurer and Secretary) and the Board's Outreach Committee – to lead strategy reviews and development programming as necessary to ensure PPIE has a meaningful impact on students and schools.
- Plan and execute annual Board Retreat to establish goals, strategies, priorities and direction of the Foundation.
- With the Treasurer, with input from the Board, create annual operating plans and budgets that support the strategic direction; see that the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work.
- Maintain official records and documents of PPIE, and ensure compliance with federal, state and local regulations as well as funding source requirements and grant deadlines.
- Oversee the administration of Board meetings and support the Board in developing policy recommendations, setting priorities, and identifying key issues – providing timely and accurate information on the organization's status

Other duties as assigned.

Qualifications:

- PPIE is looking for a passionate leader, community builder and capable fundraiser with a strong commitment to public education and Pleasanton schools, who can lead the organization into its next stage of development.
- Local Pleasanton community experience and connections a plus
- Bachelor's Degree and prior non-profit experience preferred.

Requirements:

- Excellent communication, interpersonal and networking skills
- Strong attention to detail - organized and systematic, with the ability to juggle long and short term priorities and projects
- Demonstrated success in effective volunteer recruitment and management
- Proficiency with common office software with a solid understanding of website content management, online payment processing and donor management software
- Ability to creatively problem solve, both independently and as part of a team, engaging volunteers as needed to drive the desired solution
- Demonstrated success in multi-pronged fundraising efforts - such as individual giving and bequests, corporate sponsorships, event planning and production, as well as grant writing and capital campaigns.
- Scheduling flexibility to accommodate evening meetings and/or weekend events as needed.

Compensation:

- \$75,000 - \$95,000 annual, commensurate with experience

How to apply:

Position is open until filled; however, to ensure consideration applications should be received no later than **NOVEMBER 30, 2022**. Please direct any inquiries or provide resume and cover letter describing interest in and qualifications for this position to:

President, Pleasanton Partnerships in Education Foundation

Email: president@ppie.org

About PPIE:

Pleasanton Partnerships in Education (PPIE) is a non-profit 501(c)(3) foundation dedicated to supporting Pleasanton public schools since 1987. Our goal is to provide stable funding for programs highly valued by our Pleasanton community, and to enhance educational excellence for students in the Pleasanton Unified School District.

Pleasanton Partnerships In Education Foundation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of

volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Pleasanton Partnerships In Education Foundation is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, veteran's status, sexual orientation, gender identity or gender expression.