

Executive Director

Issaquah Schools Foundation

The Issaquah Schools Foundation, in partnership with the Issaquah School District, drives resources to help students reach the promise of their potential. The Issaquah Schools Foundation is a fundraising and grant making organization that supports the Issaquah School District in providing access to exceptional opportunities district-wide that ignite learning, improve educational outcomes and prepare all students to be confident, competent and engaged citizens.

The position of Executive Director offers a unique opportunity to join the top leadership of the Issaquah community and to interact with people from all walks of life in a highly diverse community. The position reports to the Board Chair and leads a professional staff and a volunteer team. The Executive Director must carefully balance internal management with external impact and visibility. The Executive Director is also responsible for leading collaboration between the Foundation and its stakeholders, including donors, the Issaquah School District, Issaquah School Board, PTSA Council and Issaquah Education Association.

Duties:

- Develop strong relationships with critical stakeholders of the Foundation
 - Community partners and donors
 - Foundation board members and school district leadership
 - Foundation staff
- Be a “champion” of the Foundation with the community/donors
- Optimize/maximize the Foundation’s operational effectiveness
- In partnership with the Board, execute the Foundation’s strategic plans
- Bring energy, insights and innovation for new opportunities to increase donor engagement.
- Lead efforts to increase and sustain donations and other revenue resources to the Foundation

Skills:

- Strategic thinker
- Ability to communicate effectively with donors and ask for support
- Excellent verbal, written and public speaking skills
- Excellent listening skills
- Ability to set clear expectations, allow freedom to get work done and hold people accountable
- Visionary but practical

- Ability to connect organizations, people, talents and interests
- Strong servant leader
- Ability to motivate, promote ownership and innovation in staff and volunteers
- Growth mindset

Working Relationships:

The Executive Director interacts with the following on a regular basis. Teamwork and a professional, engaging public presence are essential.

- Foundation donors
- Board of Trustees
- Issaquah School District Leadership
- School Board and staff
- Foundation volunteers
- Community nonprofit partners
- Grantors to the Foundation
- PTSA Council
- Students
- Issaquah Education Association
- Elected and public officials at all levels

Desired Competencies:

- Results driven - metrics oriented
- Collaborator - able to mobilize resources of partner organizations
- Relationship oriented - people before process
- Mission focused - committed to social change
- Team builder - fostering commitment
- Resource development leadership
- Outward turning – works in the community’s best interests
- Network oriented—seeks to leverage organizational relationships
- Visionary— provides purpose, direction and motivation
- Business acumen
- Brand steward – grows and protects the organization’s reputation

Desired Personal Attributes:

- Collaborative and inclusive
- Courageous and confident
- High energy
- Passionate about Foundation mission
- High Integrity
- Visible and approachable
- Authentic
- Optimistic/positive
- Team oriented

Qualifications:

- Bachelor's degree minimum with an advanced degree desired or equivalent experience
- Experience in managing a team, working with nonprofit volunteer board committees and fundraising. Significant high-level volunteer experience may be considered.
- Willingness and ability to recruit and interact with donors to increase the resources available for grants
- Prior success in managing an organization

Compensation and Benefits:

- Competitive salary and benefits
- Contribution for healthcare benefits
- 401(k) matching
- Paid vacation and holidays

To apply

Email a cover letter and your resume to ISFcandidates@gmail.com by June 4, 2019.