



**Job Title:** President

**Overtime Status:** ☐ Non-Exempt Full-Time ☒ Exempt Full-Time ☐ Part Time

**Class:** ☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy

**Job Title:** Executive Director/President

**Reports to:** Board of Directors

**Supervises:** Staff Directors, Development Team, Operations Coordinators, Fundraisers, Office Staff, and Volunteers

### **Position Summary:**

The President of the Foundation serves as the chief executive officer, responsible for fulfilling the Foundation's mission and implementing the policies of the Board of Directors. The President leads the organization's strategic, operational, and fundraising efforts, inspiring philanthropic passion within the community and building strong, lasting relationships with donors and stakeholders. This individual will ensure the Foundation's assets are strategically managed, fundraising efforts are robust, and resources are allocated to meet the educational needs of the school district.

The President must be a visionary leader, strategic thinker, and connector who can cultivate a culture of innovation, philanthropy, and growth, while managing both internal teams and external partnerships. A key component of this role is driving comprehensive fundraising strategies, overseeing fund administration, and enhancing the Foundation's visibility in the community.

### **Key Responsibilities:**

#### **1. Strategic Leadership & Vision**

- Articulate and execute the vision of the Foundation, aligning it with the educational goals of the school district and the needs of the community.
- Lead strategic planning efforts in collaboration with the Board of Directors, setting clear goals for fundraising, program expansion, and resource management.
- Foster a culture of innovation and accountability, ensuring that the Foundation's initiatives effectively address the district's evolving needs.
- Ensure alignment between the Foundation's strategies and the school district's educational priorities to maximize philanthropic impact.
- Collaborate with the Lincoln Board of Education and district administrators to allocate resources to meet pressing educational needs.

#### **2. Fundraising Leadership & Strategy**

- Develop and implement an ongoing, comprehensive fundraising plan that includes major gifts, annual giving, corporate partnerships, planned giving, and grant opportunities.
- Oversee the expansion of the major gifts program, identifying high-net-worth individuals, corporations, and foundations for significant contributions.
- Lead capital and special campaigns, coordinating internal resources and external support to achieve ambitious fundraising goals.
- Build and maintain strong donor relationships, focusing on the cultivation and stewardship of major donors, while overseeing stewardship strategies to enhance donor retention and engagement.

### **3. Board Relationship**

- Serve as the primary liaison between the Foundation and its Board of Directors, ensuring timely communication on strategic goals, financial health, and fundraising progress.
- Work with the Board to develop governance strategies, ensure effective oversight, and set long-term goals for the Foundation.
- Engage new Board members through orientation and ongoing support, strengthening their involvement in the Foundation's activities and initiatives.
- Collaborate with the Board to ensure alignment with best practices for nonprofit governance, legal compliance, and philanthropic effectiveness.
- Facilitate and support Board meetings, providing research, data, and insights to inform decision-making and monitor progress on strategic objectives.

### **4. Community Engagement**

- Represent the Foundation at community events, donor gatherings, and public forums to enhance the organization's visibility and foster collaborative partnerships.
- Lead efforts to engage a diverse group of stakeholders, including donors, school leaders, district administrators, and community partners, to strengthen the Foundation's philanthropic network.
- Build and maintain strong relationships with donors, businesses, civic leaders, and educational partners to expand the Foundation's reach and influence.
- Promote the Foundation's mission and goals throughout the community, ensuring alignment between the Foundation's efforts and the needs of the Lincoln Public Schools district.
- Act as a Foundation spokesperson, actively participating in community outreach initiatives to cultivate new donors and partners.

### **5. Fund Administration & Resource Management**

- Oversee the Foundation's asset management, ensuring responsible stewardship of funds, adherence to donor intent, and alignment with strategic priorities.
- Ensure that all funds are allocated efficiently and in accordance with donor policies, while maintaining transparency and accountability in financial reporting.
- Monitor and evaluate the Foundation's investment strategies to ensure financial sustainability and growth.

### **6. Organizational Leadership & Team Development**

- Lead, mentor, and develop the Foundation's staff, fostering a collaborative and goal-driven environment.

- Ensure that employee performance is regularly reviewed and that the Foundation promotes continuous professional growth across all teams.
- Establish systems for cross-departmental collaboration to ensure fundraising efforts align with the Foundation's overall mission and goals.

## **7. Donor Relations & Stewardship**

- Build and nurture long-term relationships with major donors and prospects, ensuring consistent and meaningful engagement.
- Develop and implement stewardship strategies that increase donor retention, particularly among first-time and mid-level donors.
- Serve as a Foundation's spokesperson, representing the organization at donor engagements, public forums, and school-related events.

## **8. Compliance & Operational Oversight**

- Ensure the Foundation adheres to all legal and regulatory requirements, maintaining its 501(c)(3) status and conducting annual audits.
- Oversee the management of donor and financial data, ensuring integrity in reporting and compliance with best practices for philanthropic organizations.
- Regularly evaluate and update Foundation policies and bylaws in collaboration with the Board of Directors.

## **9. Data-Driven Decision Making**

- Use data to analyze fundraising trends, donor engagement, and program impact, ensuring continuous improvement in fundraising strategies.
- Provide regular reporting to the Board and the community on fundraising progress and financial performance.

**The Foundation president is responsible for all aspects of the Foundation for Lincoln Public Schools operations and for meeting the Foundation strategic goals. Above is a non-exclusive list of key responsibilities of the president, but they are not meant to be an exhaustive list. This is a generalized job description. Specific duties and responsibilities may vary at the Direction of the Board.**

## **Qualifications:**

- Bachelor's degree required, advanced degree preferred.
- Prefer 5+ years of professional experience in fundraising, development, or nonprofit leadership, with substantial experience in senior management roles.
- Proven track record of developing and executing successful fundraising strategies that have significantly grown an organization's assets.
- Strong understanding of nonprofit financial management, including investment management and grant distribution.
- Exceptional leadership, communication, and interpersonal skills with the ability to inspire teams, engage diverse stakeholders, and cultivate donor relationships.

- Proficiency with CRM database management (e.g., Raiser's Edge, Salesforce, or similar), tracking donor activities, managing data integrity, and utilizing data for strategic fundraising and stewardship is preferred.
- Experience working closely with a Board of Directors and leading cross-functional teams.
- Action-oriented, entrepreneurial, and innovative approach to strategic planning and organizational growth.

**Working Conditions:**

- Work primarily in a climate-controlled environment with some travel to community events, donor meetings, and school locations.
- Evening and weekend work is required for donor events and public engagements.