



## Position Description – Executive Director

**Reports To:** Corvallis Public Schools Foundation Board of Trustees

**Salary:** \$85,000-95,000 per year for this full-time, FLSA-exempt position.

**Hours:** an average of 40 hours per week; flexible, hybrid work schedule possible, some in-person work required.

Benefits package includes health and retirement benefits, as well as generous paid time off.

*Supporting Schools. Investing in our Future.*

The Corvallis Public Schools Foundation was established more than 25 years ago to support students and schools in our community. Since then, we have invested over \$11 million dollars in our local schools.

Our vision is that all students— regardless of race, culture, socioeconomic status, language, ability, gender, sexual orientation, or other identifiers—graduate as engaged community members, ready to contribute to their fullest potential and navigate the world’s complexities.

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### **Position Summary:**

Lead CPSF staff and work with the Board of Trustees and key constituents to unite donors with the vision and priorities of the Corvallis School District in an effort to provide the best possible educational experience for all students.

Closely collaborate with the Board of Trustees committees, which are organized into four groups that include Governance, Finance, Development, and Grants and Scholarships.

Manage the daily operations of CPSF and provide financial oversight of the annual budget (\$800,000+). Responsible for the planning, direction, development, administration, and supervision of the organization.

Set the priorities and direction for the next phase of the organization and work with the staff and Board of Trustees to ensure the organizational goals are in alignment with the School Board and Corvallis School District.



Manage an annual calendar of events and programs that includes a major fundraising event, multiple mailing campaigns, the disbursement of grants and scholarships, and recognizing educators with the Golden Apple awards.

**Essential Functions:**

While not inclusive of all job duties, these essential functions are intended to provide an overview of the key responsibilities of the Executive Director.

- Serve as the “Face of the Foundation” with all key constituents within the District, the community and beyond to promote and support the Foundation’s mission.
- Drive, oversee, and support the organization’s primary function of generating funding to support public education in Corvallis.
- Ensure that the Foundation’s activities and grants are funded in a timely manner, using the most equitable and inclusive process feasible.
- Maintain active and strong relationships with District staff to ensure Foundation priorities align with those of the School District.
- Provide leadership and guidance for the Foundation’s operations, programs, fundraising and philanthropic activities.
- Provide financial oversight of the organization including preparation of the annual budget, daily financial activities, endowed fund distributions, a professionally managed investment portfolio, disbursement of grants, and scholarships.
- Manage the non-profit status and compliance with local, state and federal laws.
- Maintain membership in appropriate professional organizations. Participate in training and development activities to stay current with best practices in fundraising.
- Collaborate annually with the Board of Trustees to review and update CPSF’s strategic planning goals.
- Work with the Development Director to create and execute an annual fundraising and marketing plan.
- Manage public relations and communications activities to promote the CPSF brand.



### **Key Relationships:**

The Executive Director must have excellent interpersonal skills and the ability to work collaboratively with diverse constituencies. An overview of the many relationships that need to be cultivated and maintained include:

Internal: A highly engaged and community based Board of Trustees, the Corvallis School District Superintendent, and District staff.

External: Individual and group donors, current and future funding sources, private foundations, business community, district residents and alumni, federal, state and local government entities, volunteers, parent and student organizations, and other agencies within the community.

Supervisory: CPSF staff (FT Development Director, PT Executive Assistant, and PT Accounting Specialist) and volunteers.

Consultants: contracted accountant/bookkeeper, payroll services, employment law and legal services consulting firms, web and graphic designers, and other professional services as needed.

### **Maintaining Organization Culture:**

CPSF has developed an organizational culture that promotes active engagement, collaboration, and an environment promoting growth and diversity. The Executive Director:

Preserves and promotes a culture of respect, inclusiveness, creativity, openness, joy, continuous learning, collaboration, and an appreciation of diverse perspectives, backgrounds, and values.

Maintains effective working relationships with individuals from a wide range of identities and backgrounds.

Increases the organization's understanding of equity and empowerment frameworks for policy, program, and organizational decision-making as well as issues surrounding equity, diversity, inclusion, implicit bias, institutional racism and other systemic oppressions, and access to public goods and services.



## **Qualifications and Requirements**

### Education and Experience

Bachelor's Degree is required.

Minimum two years of management and/or supervisory experience is required.

Three years of work experience in a nonprofit or mission-driven organization experience is preferred.

Fundraising experience with a proven track record of success including cultivating and stewarding major gift donors is preferred.

### Knowledge, Skills and Abilities

Visionary leader with a passion for education.

Strong experience in marketing and public relations with the ability to engage a diverse range of stakeholders.

Exceptional communication skills including writing, public speaking, meeting facilitation and consensus building.

Experience in implementing, tracking, and evaluating annual fundraising activities. Event management is a plus.

Exemplary organizational and time management skills.

Financial management experience with similar nonprofit revenue streams, including budgeting and oversight, nonprofit compliance and reporting is preferred.

Computer literacy in common office computer applications, as well as financial software applications, databases and strong research skills.

Courteous and efficient approach to the job that builds the confidence of staff, students, and stakeholders.



### Special Requirements

- Ability to travel to donor meetings and among district facilities as needed.
- Proof of COVID-19 vaccination.
- The ability to pass a comprehensive background check, in accordance with Oregon background check regulations.
- The individual who holds or desires the position must be able to perform all tasks and responsibilities in this job description unaided, or with the assistance of a reasonable accommodation. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Supervisory Responsibilities:**

This position performs personnel duties such as selection, coaching/mentoring, training, employee relations, evaluating performance, succession planning, discipline and termination. The Executive Director will create and maintain an effective work environment by communicating goals and expectations for staff performance, counseling employees as appropriate and supporting employee engagement efforts.

### **Work Environment:**

This job is typically performed in an office environment under usual office working conditions with the typical noise level of most office environments. This job requires some in-person work and may also have the opportunity for some remote work.

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations will be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job. While performing the duties of the position, the employee works with standard office equipment with moving mechanical parts.

The Corvallis Public Schools Foundation is an equal opportunity employer and complies with all applicable state and federal statutes and regulations in employment. Equal employment opportunity and treatment will be provided in recruiting, hiring, retaining, and training of all



employees regardless of the individual's race, religion, color, gender, sexual orientation, national origin, marital status, age or disability.

**Commitment to Equity, Diversity and Inclusion:**

We are committed to advancing equity, diversity and inclusion in our work to fulfill our mission and achieve our vision. CPSF believes that persistent disparities based on such characteristics as race, gender, national origin, ethnicity, culture, disability, age, faith, gender identity and sexual orientation—together with barriers imposed by poverty—prevent CPSF's vision of a healthy, thriving, sustainable community from being fully realized. We invite candidates who share this commitment and possess experience successfully working with a range of communities, viewpoints and backgrounds.

**Equal Employment Opportunity Employer:**

CPSF is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.