



LEEF Executive Director

Summary:

Leander Educational Excellence Foundation (LEEF) is a 501(c)(3) nonprofit dedicated to providing resources that support innovation, enrichment, and equity in pursuit of academic excellence within the Leander Independent School District. LEEF supports its mission through student literacy and innovation, teacher enrichment and college and career access and readiness for all Leander ISD students.

Description:

The Executive Director is responsible for identifying and providing guidance and oversight for all Foundation programs, with the major emphasis on fundraising activities. He/she will collaborate with the District Liaison, Foundation officers, trustees and committee members to meet the annual budgetary and program goals as well as serve as the Foundation Representative, promoting the Foundation's mission within the community and school district.

Drive External Relations Community Fundraising

- Provide a credible and informed presence for LEEF in the community.
- Maintain effective relationships with schools, District, parents, and the community at large to build a strong awareness of LEEF's history, mission and ongoing commitment to ensuring educational excellence for all LISD students.
- Make presentations in and around the community to PTA's, businesses, chambers, rotary clubs, etc. to create awareness of the Foundation's mission and to obtain potential donations.
- Collaborate with the Superintendent of the School District or designee to identify school district funding priorities.
- Identify and develop new partnerships with business and community leaders.
- Assist event committees in managing all aspects of LEEF events.
- Work closely with financial planners to seek and obtain major gifts.
- Drive strategy and partner with the development committees in establishing annual campaign goals, participation levels, messaging and supporting events.
- Responsible for knowledge of grant availability and grant writing for the Foundation.
- Ensure stewardship of donor relations and integrity of record keeping.
- Provide that all funds are disbursed and spent in a transparent manner.
- Ensure appropriate representation, as a LEEF Foundation spokesperson, to community stakeholders and local media.
- Review communication strategies and content for collateral materials including the website, social media, annual report, newsletter, donor and promotional materials

Management and Administration

- Provide leadership for development of strategic, organizational, and financial plans with Board of Directors.
- Promote active and broad participation by volunteers in all areas of the Foundation's work.
- Maintain a working knowledge of significant developments and trends in philanthropy and education foundations in general.
- Oversee maintenance and accuracy of financial, donor, and grant databases.



- Maintain fiscal responsibility and financial oversight for annual budget.
- Working cooperatively with LISD staff in the development of programs that support LEEF's mission of educational excellence for all students.
- Communicate regularly with LISD leadership about LEEF's strategic plans.

Board Relations and Board Communications

- Work with the Executive Committee and Board members to develop, monitor and communicate the organization's annual and long-term plans in reaching the foundation's goals.
- Attend Board meetings and prepare reports as directed by the President.
- Help define the priorities and develop teamwork among board members, volunteer leaders and school district staff.
- Work with the Board President to ensure effective and efficient Board committee structure and operations.
- Communicate regularly with the President, the Board, and key committee LISD leaders.
- Assist in the recruitment, selection, and orientation of new Board members and officers.
- Assist the President in planning the agenda and materials for the Board meetings and the annual retreat.
- Write articles for the foundation newsletters and if requested, district news.
- Coordinate activities of LEEF Foundation volunteers and related contractors, under the direction of the Board of Directors
- Encourage Board and volunteer development and education

Qualifications

- Bachelor's degree required, preferably a Graduate degree in Education or Nonprofit Development
- Fundraising experience; preferably Certified Fundraising Executive (CFRE)
- An understanding of the state's public education system and Leander ISD
- Experience in seeking and closing major gifts and end-of-life gifts
- Large event planning experience; events with 500-5,000 participants and volunteers
- High energy level, persistence, and self-motivation
- Familiarity with electronic donor tracking systems
- Outstanding written and presentation skills
- Organized and detail oriented