

Title: Executive Director
Reports To: Foundation and School Board of Directors
Salary Range: \$24,000

Summary Role Description:

The Executive Director is responsible for leadership and management of Brockway Schools and Community Education Foundation (BSCEF), a not-for-profit philanthropic organization comprised of community leaders in partnership with our school system whose mission has been investing in the future of Brockway Area School District's students since 2012. The ED communicates and drives BSCEF's vision and provides personal leadership to the Board and staff in formulating policy. He/she leads with action and initiative, and defines, articulates, and responds to the ever-changing philanthropic environment. The ED must provide leadership in developing financial resources and maintaining relationships with BSCEF's constituents.

The Executive Director reports to and works in partnership with a Foundation and School board of directors and is responsible for developing and managing the organization's budget.

Key Responsibilities:

- Provide strong leadership necessary to achieve programmatic goals in the Brockway Area School District.
- Lead the interaction with the community through convening, speaking and partnering with a diverse group of funders, policy makers and agencies.
- Oversee development of long-range goals, annual work plans, budgets, and strategic plans.
- Make certain that the flow of funds permits the organization to make steady progress towards its mission and that those funds are allocated to ensure programmatic success and leverage other community resources.
- Cultivate and maintain relationships with foundations, corporations and individuals and other in collaboration with volunteer leadership to aid in resource development.
- Oversee the planning and development of increasing and sustaining diversification of revenue and development of direct relationships with donors to reduce dependence on any single source of funding.

Qualifications and Characteristics:

Educational Requirements

- An undergraduate degree is preferred but not required; an advanced degree in business administration or non-profit management would enhance the candidate's qualifications.

Ideal Experience

- Proven successful experience leading an organization in the nonprofit, corporate, or governmental sector where there are multiple and diverse constituencies.
- Previous experience in the education sector strongly preferred, but not required.
- Proven fundraising experience that has included solicitation of major gifts, with a history of repeated success.

- Experience managing a annual budget in an environment of scarce resources.
- Experience reporting to and/or working closely with a volunteer board with a demonstrated understanding of, and an appreciation for, the role of the board.
- Hands-on-experience developing a strategic plan and setting long-range policy and program planning.
- Experience leveraging the efforts of volunteers on behalf of a mission.
- Experience demonstrating organizational return on investment through the use of analytical tools and methods.

Critical Competencies for Success

The successful candidate will have demonstrated the following competencies in prior roles and be able to provide tangible examples of achievement.

Organizational Leadership: Facilitating the development of the strategic plans, and driving the successful execution of the same, setting clear milestones and performance expectations and making adjustments in response to internal and external changes.

Talent Leadership, Management, and Development: Building own skills in team leadership, delegating effectively, fostering teamwork, and ensuring team tasks are completed.

Collaboration: Building credibility in the community as an effective partner with a vision for the future while continuing the productive relationships that BSCEF has had with the local business contributors, impact partners, and donors.

Resource Development: Expanding the Foundation's revenue base by identifying and capturing other sources of revenue while creatively seeking governmental and foundation funding, while continuing to nurture the engagement and participation of its longstanding funding partners. Also, serving as BSCEF's spokesperson, communicating the organizations' relevance, vision and achievements to all constituencies.

Other Personal Characteristics:

- A person whose integrity is present in actions and interactions.
- A firm commitment to the goals and objectives of Brockway Schools and Community Education Foundation, and to the belief that Brockway Schools and Community Education Foundation can make a powerful and positive impact on the community.
- An excellent communicator who can be inspirational and motivational, both one-on-one and as a public speaker.
- Someone who leads by influence and example rather than authority; a person with exceptional people skills.

To apply for this position:

- Submit your resume to: lpiccirillo@brockway.k12.pa.us
- Application Deadline: May 5, 2017
- For any questions, please call 814-265-8411