



Job Profile – Executive Director

Kiddo!, the Mill Valley Schools Community Foundation, is a non-profit organization that has raised tens of millions of dollars over the past 40 years to supplement limited public school budgets. In partnership with the Mill Valley School District, Kiddo! funds vital programs, including art, music, drama, poetry, dance, and teacher grants at the five elementary schools and the middle school.

Kiddo!'s vision is to inspire children to reach their full potential by funding arts education and other vital programs. Kiddo! is looking to hire an Executive Director who will advocate the mission of the organization and will work toward the next steps in the evolution of the foundation's success.

Position Summary

The Executive Director is responsible for the successful leadership of the organization, including financial management, staff and program management, and application of good governance, all with a deep level of commitment to the community of the Mill Valley. Reporting to the Board of Directors, the Executive Director will execute the strategic plan and is responsible for championing Kiddo's mission, direction, and fundraising.

Key Responsibilities

Fundraising and Financial Performance

- Create and implement an annual giving campaign plan to support the strategic direction of Kiddo! in accordance with ethical fundraising principles
- Identify and develop corporate, community, and individual prospects for the organization's fundraising priorities, with a focus on increasing donor participation and growing the Kiddo! Endowment
- Drive annual budget forecasting, identifying fundraising opportunities and new revenue streams
- Ensure sound accounting practices and compliance with applicable laws

Communications and Community Engagement

- Demonstrate excellent interpersonal skills to establish strong working relationships with various constituents, including key school district leaders, parent volunteers, and community members

- Develop, recruit, and engage a consistent volunteer base within the community
- Work closely with the Communications Committee to develop and implement a comprehensive communications plan with a timeline to promote the organization to its donors and prospects, maximizing public awareness of the programs and fundraising activities of the organization
- Represent Kiddo! at school and community activities to enhance the organization's community profile, acting as a spokesperson for the organization

Leadership and Operations

- Participate with the Board of Directors in developing and implementing a vision and strategic plan to guide the organization and advance the mission of Kiddo!
- Manage the recruitment, development, evaluation, compensation, and retention of staff
- Possess a high comfort in working with databases and/or system processes to improve overall efficiency, accessibility, and security
- Function as primary liaison with the Mill Valley School District and the PTA Council
- Work with teachers and specialists to promote Kiddo!-funded programs
- Partner with the broader school community on diversity, equality and inclusion initiatives
- Works with committee chairpersons to drive initiatives with events, business partners, communications and finance

Qualifications

- Commitment to the mission and values of Kiddo! and the Mill Valley community at large
- Deep appreciation for the arts and education with a student-centered focus
- Demonstrated ability to lead the day-to-day operational details of a foundation
- Ability to build a collaborative culture recognizing the contributions of all members of the organization and inspiring involvement from all stakeholders
- Strong and effective oral and written communication skills along with high comfort level with public speaking
- Financial and analytical oversight skills; demonstrated ability to create and monitor budgets, ensure adequate fiscal monitoring/reporting and complete audit requirements of a nonprofit
- People management experience with an inclusive and motivating management style
- Forward-thinking mindset: strategic thinker, results-oriented and open to change
- Strong observational and listening skills
- Ability to prioritize, delegate and stay upbeat and flexible in managing multiple simultaneous tasks and constituents
- Minimum education requirement: Bachelor's Degree

How to apply

For consideration, please a resume by email to kiddoexecutivedirectorsearchco@gmail.com

While the position will remain open until filled, applicant information is requested by Wednesday, March 15th. No phone calls, please.

Kiddo!, the Mill Valley Schools Community Foundation, is an equal opportunity employer and welcomes applications from all qualified candidates.