

Co-Executive Director Job Opportunity

MISSION

The Mountain View-Los Altos (MVLA) High School Foundation is a non-profit organization committed to providing funding for vital academic programs and services. Its 23-member board of directors is comprised of district parent and community volunteers, with representation from the school board and district Superintendent. Its mission is to invest in a learning environment that empowers **all** students to thrive and succeed.

ABOUT THE ORGANIZATION

The MVLA Foundation has been a consistent, reliable and growing source of funding to the district for over 35 years. The fundraising goal for the current school year is \$2,007,500 to fund a \$1,878,000 grant to the district which funds the programs listed below. Since 1982, the foundation has cumulatively raised \$20 million.

Programs to be Funded in 2019-2020

Mountain View & Los Altos High Schools

SPECIAL GRANT
Science Lab Technician pilot program

ACADEMIC ENRICHMENT & INNOVATION	
Innovative Learning Grants	\$ 100,000
Online resources & Chromebooks	\$ 145,000
STUDENT SUPPORT	
Class size reduction for freshman English	\$ 245,000
Class size reduction for math through Algebra II	\$ 295,000
Tutorial Center coordinators	\$ 237,000
Student wellness - CHAC therapist at each site	\$ 152,000
Library extended hours	\$ 40,000
SIS online for assignments, grades, grad status	\$ 28,000
Parent Education Speaker Series	\$ 17,000
COLLEGE & CAREER READINESS	
College & Career Center staff and resources	\$ 420,000
Naviance platform for college & career exploration	\$ 27,000
PSAT tests (10th & 11th) / PreACT (10th)	\$ 42,000
AVID college readiness program expansion	\$ 130,000
TOTAL GOAL FOR 2019-20 GRANT	\$1,878,000

**Our goal is
100%
participation**

**Your support
will help
us raise
\$1,878,000**



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ABOUT THE OPPORTUNITY

The MVLA Foundation Board is seeking a results-oriented Co-Executive Director to share a full-time position with the existing Co-Executive Director. This is a 50/50 job split arrangement where responsibilities are split between the two Co-Executive Directors which allows each individual to specialize in different areas with different skills sets. Each Co-Executive Director has areas of primary responsibility in addition to areas in which responsibilities are shared, as indicated in the job description.

The ideal candidate will have a current or past relationship with the MVLA High School District and possess a passion for fundraising, marketing, education and community. The candidate will have professional skills obtained through relevant educational degrees, not-for-profit or for-profit professional work experience and/or philanthropic community-based experience.

We are seeking a candidate that will become an integral part of the fabric of the MVLA High School District's professional staff to connect the needs of the students to the resources of the Foundation. The ideal candidate will have strong interpersonal skills and the ability to build relationships, drive awareness and messaging, identify areas for improvement and provide year-to-year continuity.

With the support of the volunteer Board, the Co-Executive Directors together will oversee all operational aspects of the Foundation, including fundraising, marketing, financial management, organizational development, Board engagement and direct management of the annual solicitation of families and community members.

Deadline for applications: September 30, 2019. Interviews will be held in October.

Estimated start date: January 2020

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest and experience along with a current resume to: mvlajobposting@mvlafoundation.org with "MVLA Foundation ED Search" in the subject field. Resumes must have a cover letter to be considered.

MVLA Foundation Co-Executive Director Job Responsibilities

This Co-Executive Director position has oversight and *primary* responsibility of three main areas as described below.

Primary Job Split Responsibilities:

Foundation Development

- Proactively research and identify best practices and benchmarks for MVLA Foundation fundraising and management.
- Make recommendations to the Board on Foundation goals and procedures, as well as on strategic and organizational issues and opportunities.
- Develop ways to promote the Foundation and engage the community in supporting education.

Board Member Development

- Assist the Board in identifying, recruiting, and onboarding volunteers with the essential skills to support the mission and vision.
- Effectively engage and motivate volunteers at all levels to ensure productive and constructive experiences.

Foundation Event and Marketing Support

- Attend Foundation events.
- Arrange and manage logistics for the annual Phonathon and other fundraising events.
- Manage video production projects, collateral and electronic communications.
- Enhance the foundation's social media presence.
- Maintain and enhance Foundation website.
- Manage campaigns such as #GivingTuesday, Stand Up For Public Schools, Honor Roll of Realtors.
- Manage the production of the Annual Report.

This Co-Executive Director position has *shared* responsibility in two areas as described below.

Shared Job Split Responsibilities:

Board and Administrative Support

- Attend all meetings.
- Arrange logistics and prepare reports and handouts for all Board meetings.
- Organize and archive official records, documents and pertinent communications.
- Support ongoing development of institutional policies, procedures, systems and organizational infrastructure.
- Oversee day-to-day operations of the Foundation and customer service (e.g., answer phone, respond to emails, schedule facilities, etc.)
- Ensure compliance with all state and federal regulations, D&O liability insurance, and tax filing requirements.

Donor, Community and Press Relations

- Establish and maintain positive working relationships with MVLA Board of Trustees, MVLA Superintendent, district administrators and staff (including school principals and staff members).
- Provide timely response to all inquiries regarding the Foundation.
- Establish and maintain professional relationships with Leadership Circle donors, corporate sponsors and other philanthropic community contacts.
- Establish and maintain working relationships with other education-focused organizations with the purpose of sharing information, ideas, and opportunities that will benefit MVLA students and the Foundation.

Computer Skills

- Strong computer skills with Word, Excel, Google Drive, Wix, Word Press, Adobe Spark.
- Experience with marketing tools such as MailChimp, Vertical Response, SurveyMoney, Facebook, Instagram, Twitter, Google Analytics.