

**Boston Educational Development Foundation, Inc. (“BEDF” or the “Foundation”)
Job Description for Executive Director**

ABOUT BEDF

BEDF is the fiscal and fundraising partner to the Boston Public Schools (“BPS”). BEDF facilitates the access to philanthropic opportunities for the purpose of enhancing educational opportunities for BPS students and educators that would otherwise be limited or not available to them. BEDF partners with schools, funders, and BPS to provide fiscal sponsorship and operations services to programs and strategic initiatives. BEDF provides fundraising support to schools and programs for them to sustain their operations and expand their educational impact. To learn more about BEDF, visit <http://www.bedf.org/>

DESCRIPTION

The Executive Director will oversee all aspects of the Foundation’s operations and programs, with a primary focus on strategy and fundraising and development. The Executive Director is responsible for the overall leadership and management of the Foundation and its development strategy, including identifying, cultivating, and managing all forms of financial, in-kind, and other support. Reporting to the Board of Directors, the Executive Director develops and implements the organizational vision and fundraising and financial strategies to further the Foundation’s mission while overseeing and managing staff responsible for daily operations.

JOB RESPONSIBILITIES

- Oversee and implement strategies that support mission and vision of BEDF; drive ongoing monitoring and evaluation to assess achievement of organizational goals and objectives
- Develop a comprehensive fundraising strategy, including a plan for individual, corporate, institutional and foundation solicitation, annual appeals, and special events; ensure that fundraising activities are consistent with the Foundation’s mission and the BPS’ Strategic Plan and priorities
- Develop and manage an annual operating budget, fundraising for general operations of BEDF and modeling projections per fundraising priorities and program investments
- Develop and oversee a strategic communications plan to raise the Foundation’s visibility and advance its mission and brand identity; provide leadership and support to the Board of Directors to communicate the Foundation’s goals; represent BEDF at all levels of engagement with external stakeholders, including opportunities with the philanthropic community and government agencies
- Develop, analyze, and evaluate systems and structures for tracking and reporting fundraising data
- Maintain a collaborative relationship with the BPS Superintendent, staff and administrators in order to effectively implement a fundraising strategy that is responsive to their needs; work collaboratively with other nonprofit and government agencies that serve the educational community; steward and grow these relationships
- Identify, cultivate, and solicit new and existing prospects and donors
- Oversee the successful administration of BEDF’s operations and invest in the development of the Finance & Operations Director and finance/grants fiscal management staff
- Supervise and evaluate the performance of the Foundation’s staff and third parties hired by the Foundation
- Support the Board in executing its governance responsibilities and its ability to make informed decisions; plan and execute communications and presentations to the Board about finances and operations; attend Board/Committee meetings and prepare other reports as directed by the Board of Directors

The successful candidate must be able to effectively communicate the Foundation's mission to donors, supporters, and other key partners; identify, cultivate, and solicit new individual, institutional, corporate and foundation donors to meet targets for specific fundraising goals; and effectively manage the Foundation's daily operations and staff. The ideal candidate will have a proven track record, exhibiting leadership and driving a successful nonprofit organization or program, as well as have significant fundraising experience and a wide range of existing relationships with foundations, corporations, individuals and other potential funding sources for educational initiatives. Furthermore, the candidate must show a commitment to decreasing the educational achievement gap, serving and supporting underserved communities and an enthusiasm to work in diverse environments, along with experience working in cross-cultural environments.

QUALIFICATIONS

- Bachelor's degree preferred
- Seven or more years of senior nonprofit management experience including leadership in the field of development (Ten or more years of experience is a plus)
- Experience and skill in working with a Board of Directors; demonstrated ability to oversee and collaborate with staff and ability to self-motivate
- Transparent, ethical, accountable and high-integrity leadership; high level strategic thinking and planning with the ability to envision and convey the Foundation's strategic future, services and operations to the staff, Board, volunteers, donors and other constituencies including BPS, City of Boston and other municipal agencies.
- High-energy leader who can effectively communicate the Foundation's mission to donors, volunteers and the overall community
- History of successfully generating new revenue streams and improving financial results
- Active and significant fundraising experience (including utilization of CRM), including excellent donor relations skills and understanding of the funding community; wide range of existing relationships with foundations, corporations, individuals and other potential funding sources; a proven fundraising track record that includes directly soliciting, negotiating, and closing significant gifts
- Excellent interpersonal skills and experience working in cross-cultural environments, with previous success in establishing and sustaining excellent relationships with varied constituencies including funders, partner agencies, volunteers, government and school officials
- Solid organizational abilities, including planning, delegating, program development and task/meeting facilitation
- Strong financial and fiscal management acumen, results and detail orientation skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong public speaking ability
- Strong work ethic with a high degree of energy
- Experience in the K-12 education space and knowledge of national fundraising landscape preferred but not required
- Demonstrated knowledge of the Boston philanthropic community and BPS is beneficial, but not required

DIRECTIONS TO APPLY:

Please submit resumes and cover letter to jobs@bedf.org. The subject line of your email should read: "Executive Director Search- BEDF." Include indication of preferred salary range and appropriate references. Questions may be submitted to search committee co-chairs Laura Dziorny (ldziorny@renniecenter.org) or Klare Shaw (Klare.Shaw@LibertyMutual.com).