

Chief Executive Officer

The Foundation for Public Education - www.tfpe.org

Position description:

The Chief Executive Officer (CEO) is responsible for all Foundation operations and strategic input with direct responsibility for development and Foundation relations. The Foundation for Public Education supports the Paradise Valley Unified School District (PVUSD) in Phoenix, AZ.

Duties for this position include:

- Drive organizational agenda set by a senior level Board of Directors;
- Serve as a key spokesperson for the organization;
- Board and volunteer training;
- Lead development initiatives/new opportunities;
- Set monthly board meeting agenda with Chairman;
- Retain fiduciary oversight and responsibility for Foundation's finances and IRS/public reporting;
- Promote school district relations and program collaboration;
- Orchestrate presentations for Board members to community;
- Cultivate and expand corporate/community relations and partnerships;
- Collaborate with other foundations for grant opportunities;
- Oversee marketing and branding;
- Establish Speaker's Bureau at local schools/develop ongoing school relations and partnerships;
- Intervene with committees as needed: Golf, Business Advisory, Alumni, Financial, Communications, Public Relations and Scholarship Program;
- Hire/supervise staff and independent contractors/consultants as appropriate;
- Foundation-wide policy and process development;
- Sustain donor and volunteer data base via Salesforce software for nonprofits;
- Prospect management and research, development reporting, and stewardship;
- Other duties as assigned.

Minimum Qualifications:

Bachelor's degree in a field appropriate to the area of assignment and 10 years of related administrative/foundation relations experience, including 5-7 years of supervisory experience; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved. Master's degree in nonprofit studies preferred.

Pay rate: Salary depends on qualifications and experience.

Location: This position is located at the Virginia G. Piper Administrative Training Center in Scottsdale.

To apply: Send a cover letter indicating your interest, your resume, and a list of three (3) references by February 17, 2012 to admin@tfpe.org. Resume should clearly illustrate how prior knowledge and experience meets the qualifications of this position.