



Grand Rapids Public Schools
F O U N D A T I O N

Position Specifications

Executive Director

Grand Rapids Public Schools Foundation

Position	Executive Director
Company	Grand Rapids Public Schools Foundation
Location	Grand Rapids, Michigan
Reporting Relationship	Board President
Hiring Range	\$100,000 - \$115,000 depending on experience
Website	https://grpsf.org/

MISSION STATEMENT

The Grand Rapids Public Schools Foundation provides resources to advance equitable educational opportunities for all students of the Grand Rapids Public Schools.

COMPANY BACKGROUND AND CULTURE

The Grand Rapids Public Schools Foundation is the strategic fundraising partner of Grand Rapids Public Schools. We link community resources with the needs of GRPS for the benefit of its students and learning environment, not just by raising money, but also by identifying and strengthening partnerships and opportunities to engage the community in our efforts. We believe that ALL students deserve every opportunity to LEARN, GROW and THRIVE. Since 2003 the Foundation has granted more than \$20 million through our fundraising efforts.

Our organization works with the help of 23 volunteer directors, three ex-officio board members, staff members, and numerous volunteers. Established as an independent nonprofit organization in 1993, the Foundation started as a vehicle for private funding to support athletics. Today, the Foundation has grown to support programs and projects that affect every aspect of a student's education.

Grand Rapids Public Schools (GRPS) is Michigan's fifth largest public school district and the third largest employer in the City of Grand Rapids, serving nearly 15,000 students with 1,800 employees, including 1,000 dedicated teachers. The student population represents 74 countries with 79 different languages spoken, creating a value-added educational experience and benefit that is above and beyond a basic education.

POSITION SUMMARY

The Executive Director is responsible for directing the work of the organization to achieve its mission. The Executive Director will have overall strategic and operational responsibility for fundraising, staffing,

programs, administrative affairs of the Foundation and the execution of its mission. The Executive Director is directly accountable to the Board.

Organizational Values:

The Grand Rapids Public Schools Foundation is an independent organization serving as the strategic fundraising partner of the Grand Rapids Public Schools. Our purpose is to raise, grow and steward funds and other community resources for the benefit of GRPS students and schools. Our goal is that ALL students within the Grand Rapids Public Schools leave school as educated, self-directed and productive members of society.

The Grand Rapids Public Schools Foundation will provide resources for the students of the Grand Rapids Public Schools to learn and thrive and for the Grand Rapids Public Schools to meet its own education excellence.

The Grand Rapids Public Schools Foundation is committed to an inclusive work environment which reflects the values and rich diversity of the students and the community we serve.

We believe...

- In POTENTIAL: Every child deserves meaningful educational experiences and opportunities to reach their highest potential.
- In POSSIBILITY: Every student has the potential to be an educated, self-directed and productive member of society.
- In PEOPLE: In Grand Rapids Public Schools students, families, educators, support staff, leadership, volunteers, and community partners
- In PUBLIC EDUCATION: A strong public education system is the foundation for engaged citizens and a strong community.
- In PARTNERSHIP: Through community support and partnerships, we can work together to ensure these opportunities for all students of Grand Rapids Public Schools.

KEY RESPONSIBILITIES

Fund Development:

- The primary responsibility of the Executive Director is fund development.
- Leads strategies in order for the team to approach funders and volunteers, nurture current relationships with funding and volunteer partners and identify, cultivate and manage donor development.
- Leads fund development efforts dedicated to Annual Giving, Special Events, Endowment Fund, Grants, Major Gifts and Planned Giving.

Mission, Vision, & Strategic Planning:

- Creates, communicates and implements the organization's vision, mission and overall direction.
- Develops high quality organizational strategies and plans, ensuring alignment with short-term and long-term objectives.
- Evaluates and oversees all operations to ensure they produce results consistent with the overall strategy and mission.
- Establishes, monitors, evaluates, and reports on comprehensive goals and outcomes for the overall performance of the organization.

Management, Oversight & Culture:

- Ensures the establishment of best-in-class policies, practices and programs that promote a strong culture of excellence in individual, and organizational performance and outcomes.
- Accountable for building and leading high-performing teams that collaborate to achieve organizational results.
- Leads, directs and evaluates the work of employees, providing transparent feedback for ongoing growth and development of all team members.
- Meets regularly with the organization's executive committee to ensure that decisions and actions are well-thought out and timely, and to ensure that departmental strategic and tactical plans are being effectively developed and implemented.
- Recognizes potential problems or needs of the organization and collaborates to develop solutions.
- Accountable for the overall reputation, culture, employee engagement and satisfaction levels within the organization.

Financial, Investment & Compliance:

- Oversees the fiscal and other financial and compliance activities of the organization, including treasury management, tax, budgeting and reporting.
- Assures adherence to legal and regulatory guidelines as well as in-house policies to maintain the company's compliance and ethics.
- Maintains accountability for the overall fiscal integrity of the organization.

Community Relations:

- Serves as ambassador of the Grand Rapids Public Schools Foundation to the public, civic stakeholders, community partnerships, the Board of Directors, staff, volunteers as well as being the primary liaison to GRPS leadership

- Assures that the Grand Rapids Public Schools Foundation’s mission and programs are consistently and accurately marketed and communicated to relevant stakeholders.
- Demonstrates experience working within culturally and economically diverse communities.
- Seeks opportunities for public speaking to advocate for the Grand Rapids Public Schools Foundation and its mission.
- Generates and cultivates partnerships for collaboration, mentors emerging leaders, and seeks to promote the mission, vision and values for Grand Rapids Public Schools Foundation at all times.

Board Relations

- Ensures effective communication with the Board of Directors and various committees about evolving organizational issues and progress toward the organization’s goals and objectives.
- Works with the Board to formalize and implement a strategic plan and modifies as appropriate.
- Provides leadership in identifying Board development needs and in the identification, recruitment and orientation of new Board members.
- Actively participates in appropriate standing executive/board committee meetings and assists with operational planning and coordinates communication among the various committees.

PROFESSIONAL EXPERIENCE & EDUCATION QUALIFICATIONS

- Bachelor’s degree specializing in Nonprofit Administration, Business, or Communications or equivalent work experience.
- Five (5) or more years of experience in fund development, with experience in fundraising and strategy development including annual fund, major gifts donors, special events, writing and stewarding grants, and fostering community stakeholder relationships.
- Five (5) or more years of experience in nonprofit management, with proven experience in working with a board of directors and a wide range of diverse stakeholders.
- CFRE (Certified Fund-Raising Executive) Certification a plus.
- Connection to and/or knowledge of the organization and structure of a public school system and, in particular, the Grand Rapids Public Schools (parent, alumnae, past teacher/staff) is a plus.

Grand Rapids Public Schools Foundation is an Equal Opportunity Employer

CONTACTS

Please direct any questions or applications to:

<https://apply.workable.com/j/82C467E201>

Resumes will be reviewed beginning September 20, 2021

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