



POSITION SPECIFICATION

EXECUTIVE DIRECTOR

Foundation for a College Education

East Palo Alto, CA

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. A division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at scott@leadershipsearch.com.



TITLE: Executive Director

ORGANIZATION: Foundation for a College Education

LOCATION: East Palo Alto, CA

REPORTS TO: Board of Directors

MISSION

The mission of Foundation for a College Education is to increase the number of students of color from East Palo Alto and similar communities who graduate from a four-year college or university.

ABOUT THE ORGANIZATION

Since 1995 Foundation for a College Education (FCE) has served students of color in East Palo Alto, Belle Haven, and Fair Oaks. The belief then, and now, is that education is the most powerful tool to promote individual, family, and community change. FCE has a vision to create a community of learners who are armed with the right tools and information to ensure that higher education is expected and attainable.

To fulfill their mission, FCE engages both students and parents in partnership. FCE works with families beginning as early as the summer before Grade 6 and continues to work with them through college graduation. FCE's core values of high expectations, family and community engagement, measurable results, and college graduation define the ways they help students and their families empower themselves to reach their full potential.

FCE delivers its mission through five programs: STEAM for middle school students; College Bound for high school students; College Success for college students; College Scholarship for matriculation, retention, and hardship; and Parent Engagement & Leadership for parents and guardians.

FCE has a 6-year college graduation rate of 87%, which is two-and-a-half times the national rate for black and Latinx students. FCE has been lauded as a model college access and success program by the Lumina Foundation and by the Educational Policy Institute.



ABOUT THE OPPORTUNITY

Reporting to Foundation for a College Education Board of Directors, the Executive Director is responsible for the organization's pursuit of its mission and strategic objectives.

Foundation for a College Education is a strong and vibrant organization with dedicated volunteers, highly skilled staff, solid finances and philanthropic support. The successful candidate will be an accomplished fundraiser in their own right and enjoy leading a team who is passionate about increasing access to college and college graduation rates for students of color. Over the past decade, FCE has more than doubled the number of students served. It is poised for a campaign to unite staff and programs that have outgrown their current facilities.

Responsibilities

Organizational Leadership and Management

- Manage, lead and develop staff and volunteers
- Serve as a compelling spokesperson for FCE's vision, strategy and programs among board, staff, volunteers, donors and other key stakeholders and the community at large
- Oversee all programmatic, operational, financial and fundraising activities of the organization
- Foster an organizational culture of results, learning, innovative thinking, responsibility and accountability

Fiscal Management

- Develop, manage and monitor organizational budget in partnership with the Board of Directors
- Strategically link revenues and resource allocation to expand the organization
- Present financial and organizational progress reports to the Board of Directors

Strategic Planning

- Develop a strategic plan in conjunction with the Board of Directors and the senior leadership team

Fundraising

- Deepen and expand relationships with diverse funding sources, including foundations, corporations and individual donors

Professional Experience/Qualifications

Experience:

- 8+ years of managerial and operational experience, including problem solving, fundraising and financial experience as an executive in a nonprofit organization
- 4+ years of experience in a senior management role, including staff management of 3+ direct reports and staff and accountability of at least \$1M budget
- Proven fundraising abilities; demonstrated ability to cultivate, solicit and steward relationships with individuals, corporations and institutions and leveraging those relationships for broader support
- Accomplished major gift solicitor of five- and six-figure gifts
- Track record of inspiring volunteers and employees with development and retention of staff
- Experience working with a board of directors and board member recruitment

Skills:

- Outstanding oral and written communication skills, ability to publicly advocate on behalf of FCE and the people it serves
- Ability to meet multiple deadlines and balance multiple projects
- Financial management and analytical skills
- Visionary, creative and entrepreneurial abilities
- Ability to plan and execute on specific metrics to achieve development goals
- Ability to build relationships with strategic partners, donors and advocates

Personal Characteristics:

- Dynamic and charismatic leader who enjoys being the public face of an organization
- Commitment and demonstrated passion for increasing college access
- High degree of emotional intelligence, humility and drive
- Grit and resilience
- Sense of humor

Education:

- A Bachelor's degree is required, with Master's degree or higher preferred

Preferred:

- Previous Executive Director/CEO experience
- Spanish fluency or proficiency
- Capital or other major campaign experience
- Proven track record of managing change through a transition and/or transformation
- Volunteer or work experience with communities served by Foundation for a College Education



COMPENSATION

A highly competitive compensation and benefits package will be made available to the qualified candidate.

TO APPLY

Leadership Search Partners is conducting this search on an exclusive basis on behalf of Foundation for a College Education. For immediate consideration, interested candidates should apply via email by sending a resume and cover letter as PDF or Word documents to Search Coordinator Chelsea Burr at chelsea@leadershipsearch.com, with "Foundation for a College Education ED" in the subject line.

Inquiries may be made, in confidence, to Search Consultant Scott Staub at scott@leadershipsearch.com.

Foundation for a College Education is an equal employment opportunity employer.

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