



Executive Director – Job Description

SPARK (Larkspur-Corte Madera Schools Foundation) is a volunteer-driven non-profit organization that raises money to close the public education funding gap and partners with the Larkspur-Corte Madera School District to supplement limited public school budgets. SPARK funds vital programs and wellness initiatives at The Cove School, Neil Cummins Elementary and Hall Middle School. SPARK steps in where state funding leaves off.

SPARK's vision is to provide our students with access to a well-rounded education beyond what is possible with public funding. SPARK is looking to hire an Executive Director who will advocate the mission of the organization and will work toward the next steps in the evolution of the foundation's success.

Position Summary

SPARK seeks a dynamic Executive Director to serve as its primary leader and advocate. The ideal candidate will have strong fundraising skills, excellent interpersonal abilities and a proven track record of relationship building. Reporting to the Board of Directors, the Executive Director will execute the strategic plan and is responsible for championing SPARK's mission, direction and fundraising while representing SPARK to donors, partners and the larger community.

The work of SPARK is most active during the school year however this is a year-round, full-time hybrid position working from the SPARK office on the Hall Middle School campus.

Key Responsibilities

Fundraising and Financial Performance

- Lead fundraising efforts to secure financial support from individual donors, business partners and the greater community with a focus on maintaining/increasing donor participation year over year
- Lead the strategic direction of SPARK and implement an effective fundraising and marketing plan to meet goals and build long-term sustainability
- Drive annual budget forecasting, develop innovative fundraising strategies and new revenue streams
- Provide strategic direction and oversight for all events, Annual Giving campaigns and community business partnership plans

Communications and Community Engagement

- Demonstrate excellent interpersonal skills to establish strong working relationships with various constituents, including key school district leaders, parent volunteers and community members
- Develop, recruit, and engage a consistent volunteer base within the community
- Work closely with the Marketing Director and Operations Director to develop and implement a comprehensive communications plan with a timeline to promote the

organization to its donors and prospects, maximizing public awareness of SPARK fundraising activities and events throughout the year

- Represent SPARK at school and community activities to enhance the organization's community profile
- Act as a spokesperson for the organization and serve as point of contact for external community groups including SchoolsRule

Leadership and Operations

- Participate with the Board of Directors in executing the strategic plan to guide the organization and advance the mission of SPARK
- Manage the recruitment, development, evaluation, compensation and retention of staff
- Possess a high comfort in working with databases and Quickbooks to provide overall efficiency, accessibility and accuracy in financial reporting
- Function as primary liaison with the Larkspur-Corte Madera School District and school PTA/PTO leadership
- Work directly with teachers and specialists or through a SPARK committee liaison to promote SPARK funded programs
- Collaborate with committee chairpersons to lead events, business partnership programs, and site-specific activities for key fundraising initiatives
- Foster a supportive, collaborative, and empowering organizational culture

Financial Operations & Administration

- Collaborate with LCMSD Superintendent and Chief Business Official to establish funding goals and spending plan
- Partner with Board of Directors to develop and execute annual budget
- Maintain transparency and accountability in financial reporting and stewardship of donor funds

Qualifications

- Commitment to the mission and values of SPARK and the Larkspur-Corte Madera community at large
- Demonstrated ability to lead the day-to-day operational details of a foundation with a proven track record of growing fundraising revenues
- Experience developing and executing a strategic plan and establishing annual program plans and goals
- Ability to build a collaborative culture recognizing the contributions of all members of the organization and inspiring involvement from all stakeholders
- Strong and effective oral and written communication skills along with high comfort level with public speaking
- Financial and analytical oversight skills; demonstrated ability to create and monitor budgets, ensure adequate fiscal monitoring/reporting of a nonprofit
- People management experience with an inclusive and motivating management style. Experience managing volunteer staff preferred
- Forward-thinking mindset: strategic thinker, results-oriented and open to change
- Strong observational and listening skills
- Ability to prioritize, delegate and stay upbeat and flexible while managing multiple simultaneous tasks and constituents
- Deep appreciation for the arts and education with a student-centered focus
- Experience with DonorPerfect and/or other donor management systems is a plus but not required
- Bachelor's degree required

Salary Information

The base salary for this position, with the qualifications listed above, is \$95,000 annually. This role is also eligible for a board approved performance and benchmark based discretionary bonus.

How to apply

For consideration, please submit a resume and cover letter by April 17th, 2024 to jobs@sparkschools.org. No phone calls, please.

SPARK is an equal opportunity employer and welcomes applications from all qualified candidates.