Dublin Partners in Education
PO Box 2307
Dublin, CA 94568

925.828.2551 x8024
925.803.9746 fax
www.dublin.k12.ca.us (DPIE tab)

DATE POSTED: **October 1, 2007 (open until filled)**
SEND RESUME TO: **w.prescott@hotmail.com**

Executive Director – Part Time

The Executive Director along with the Board of Directors is responsible for the strategies, planning, and practices required to advance the mission of Dublin Partners in Education (DPIE). The Executive Director will take the initiative to provide overall leadership and direction for development and fundraising, building upon existing strengths and nurtures both human and financial resources in charting the future direction of DPIE. The Executive Director engages the community in providing supplementary financial support for the Dublin Unified School District (DUSD). The Executive Director directs all programs and activities with volunteers, including recruiting and placing community volunteers and networking with professional and community groups to increase volunteerism in the Foundation. This position is part-time and salaried.

Qualifications

- Experience in leadership, event planning, fund raising, management, strategic planning, communications, financial management, and community relations.
- Experience preferred in fundraising, annual giving, major gifts, planned giving, and communications.
- Knowledge of local community, residency preferred.
- Demonstrated ability in working well with various audiences including, but not limited to, Board members, volunteers, professionals, community and school groups, and business leaders.
- Comfortable with public speaking and developing professional presentations.
- Computer literacy: MS Word, Excel, PowerPoint. Familiarity with Act! and Photoshop a plus.

DUTIES AND RESPONSIBILITIES

Fund Raising / Giving

- Responsible for conceiving, developing, planning, implementing and evaluating annual giving and other solicitation/fund raising programs. Analysis and recommendations of programs and shareholder return on investment.
- Develops and recommends to the Board of Directors immediate and long-term plans for fundraising programs.

Communication

- Develops and oversees visibility strategy and tactics including publication of brochures, newsletters, and other communications. Liaison to local media including newspapers, television and radio.

- Serves as liaison to the City of Dublin, DUSD, Dublin Chamber of Commerce and other stakeholders, ensuring that communication is effective and timely.
- Develops a comprehensive communications plan to convey the mission of DPIE to its various constituencies.
- Serves as ambassador for DPIE in a visible capacity in the community by networking and volunteering with various professional and community groups.
- Serves as intermediary to philanthropic community, representing DPIE to donors, foundations, corporate and community leaders. Communicates DPIE's mission and needs effectively to these audiences.
- Develop and deliver professional presentations to potential DPIE donors within the business and educational community.
- Works with other educational and community organizations.

Events

- Conceives, plans and manages events to promote DPIE, raise funds, and engage the community in supporting education. Including, but not limited to golf tournaments, charity auctions, art shows, wine events, advisory council meetings, etc.
- Sources outside vendors for printing, merchandise, venues, entertainment and other logistical services.

Volunteers

- Recruits and places volunteers. Recognizes volunteer efforts.
- Provides advisory role to each Committee ensuring the Committees are well functioning and meeting objectives.

Administrative

- Serves as the chief administrative officer.
- Provides direction for the Administrative Manager and other staff or volunteers.
- Develops and executes plan to grow and sustain revenue.
- Develops annual comprehensive plan with success indicators for Board review and adoption, and fulfills these annual goals by developing and directing Foundation programs.
- Regularly inform the Board with adequate and timely information concerning activities, progress towards organizational objectives, and issues of concern.
- Develops effective strategies for solicitation, donor recognition, and communications.
- Prepares a monthly report for the Board of Directors.
- Assists the President and Secretary in setting the meeting agenda and attends all Board of Directors meetings and Committee meetings as needed.
- Maintains database of donors and mailings.

Compensation

$30,000 annually, plus performance bonus

TO APPLY:

Send cover letter and resume to:
Dublin Partners In Education
PO Box 2307
Dublin, CA 94568

Or via email: w.prescott@hotmail.com

DPIE MISSION:

To foster mutually beneficial business education partnerships in order to maximize community resources for the students of the Dublin Unified School District.