

Senior Executive Director, Fund Development (0998) Educational Services

About

Job Class: Senior Executive Director of Fund Development (0998)

Salary Range: \$157,229.94 - \$206,895.71/annually

Appointment Type: Permanent Exempt ([what does this mean?](#))

Hours: Full Time

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 50,000 students who speak more than 44 documented languages across 130 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

The SFUSD community is unified by our [Core Values](#):

- Student-centered: We put students' needs first
- Fearless: We persist through challenges
- United: We celebrate and build on each other's strengths
- Social Justice: We stand with those most vulnerable in our community
- Diversity-driven: We respect and seek to understand each person

We are also inspired by [Vision, Value, and Guardrails](#), which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and Vision 2025.

Who We Want

We are seeking a self-driven and experienced Senior Executive Director of Fund Development to be the external representative and internal leader of SFUSD's fundraising efforts that will help the district achieve its ambitious five-year student outcome goals. The successful candidate will serve as the President of Spark SF Public Schools (SFUSD's 501(c)(3) organization), determine its strategic priorities, steward its board of directors, and shape the organization's external communications and brand.

The Senior Executive Director of Fund Development will report to the Associate Superintendent of Educational Services. Together they will maintain a close link between fundraising and the district's goals-aligned strategic initiatives. As with other senior district leaders, the Senior Executive Director of Fund Development is expected to work in person from the district headquarters in downtown San Francisco or one of its school sites every day.

The District is currently undertaking a multi-year effort to focus its activities, resources, and teams to better align with our board-approved, five-year, student outcomes-focused [Vision, Values, Goals, and Guardrails](#). The Senior Executive Director of Fund Development will be critical in shepherding the organization through mindset shifts and structural changes to best serve its students.

Essential Duties



According to Civil Service Commission Rule 109, the duties specified below represent the duties assigned to this job code/class. They are not intended to be an inclusive list.

- Create and maintain innovative systems and strategies for fund development, including major investor stewardship, research and cultivation, gift processing, and recognition. Establish performance measures, monitor results, and evaluate the effectiveness of SFUSD's fund development efforts in collaboration with key stakeholders.
- Act as the external representative and internal leader of SFUSD's fund development function and efforts.
- Develop and execute a comprehensive fund development strategy aligned with SFUSD's vision, values, goals, and guardrails, including annual fundraising plans and reports. Lead the SFUSD Fund Development team (3.5 FTEs), ensuring the team maintains appropriate systems and strategies, and manages day-to-day operations in coordination with central office and school staff, district leadership, and Spark SF board.
- Champion an anti-racist "one-team" culture across the District, promoting connections between the central office and schools and modeling accountability throughout the organization.
- Serve as a highly-visible advocate for initiatives that aim to improve student and school-level performance, building relationships across school sites and central offices that help effect change.
- Exemplify and model the District's core values, serving as an effective ambassador to staff, funders, parent and community groups, the Board of Education, and the public.

Responsibilities

- Be the external representative and internal leader of SFUSD's fund development function
- Serve as the President of Spark SF Public Schools, the District's 501(c)(3), and steward its 19-member Board of Directors
- Oversee all administrative functions, including recruiting the Board of Directors and partnering with the chairperson to develop an annual fundraising plan
- Ensure compliance with all relevant regulations and laws to maintain 501(c)(3) status Steward key investors and ensure all funding partner relationships are cultivated toward mutual goals and objectives that promote multi-year investments
- Serve as liaison to the SF Mayor's Office in coordinating and managing strategic relationships with existing and emerging business and philanthropic partners
- Guide executive and mid-level district staff to institutionalize philanthropy and fund development
- Partner with the SFUSD Communications Department and senior leadership in promoting the SFUSD brand in the community and manage press with key funders to highlight successful investment results and news stories
- Develop and execute a comprehensive fund development strategy aligned with SFUSD's goals Identify opportunities to align district fund initiatives and priorities with philanthropists' interests in supporting public education
- Provide critical fundraising capacity to help SFUSD strategically engage funders and increase our district's private revenue
- Evaluate internal and external factors impacting fund development to inform recommendations for short- and long-term fund development plans and programs
- Develop and implement annual fundraising plans aligned to Spark SF Public Schools and district fundraising priorities and targets, anchored to SFUSD's vision and strategic plan Plan and manage an annual development event to highlight the success of philanthropic investments and to raise funds for targeted priorities anchored to SFUSD's vision and strategic plan
- Establish performance measures, monitor results, and help the Superintendent, SFUSD executive leadership, Spark SF Public Schools, and the SFUSD Board of Education to evaluate the effectiveness of SFUSD's fund development efforts

Lead our SFUSD Fund Development team

- Provide general oversight of all of SFUSD's fund development activities; manage the day-to-day operations in coordination with central office and school staff, district leadership, and the Spark SF Public Schools and

SFUSD boards

- Manage the Development team, including the hiring and development of team members, setting and managing the annual budget, and ensuring positive relationships and the support of central office departments and schools
- Ensure the Development team maintains appropriate systems and strategies to develop funds, research, cultivate, and steward major investors, and process gifts
- Ensure all grant reporting requirements are fulfilled in an accurate and timely fashion to ensure transparency and credibility with the funding community
- Strategically build a strong, cohesive, and collaborative Development team to ensure shared decision-making, commitment, and implementation of priorities and to model healthy and productive adult culture
- Using an equity lens, develop and implement a strong talent strategy, including regular one-to-one meetings, to supervise and evaluate the performance of direct reports

District leadership

- Recognize and skillfully interrupt inequity and racism in policies and practices Champion a “one-team” culture across the District, promoting connections across divisions and between the central office and schools
- Create and implement the policies, programs, structures, and systems to help the District achieve its board-approved five-year student outcome goals
- Relentlessly evaluate the effectiveness of policies and programs to improve student outcomes, using data to make adjustments and drive decision-making
- Model accountability and champion it across every level of the District, monitoring individual, school-site, departmental, and organizational performance through continuous improvement Partner across the District to lead the district-wide alignment between district program needs and initiatives with private philanthropic interests
- Serve as a highly-visible champion of initiatives that aim to improve student and school-level performance, building relationships across school sites and central offices that help effect change
- Exemplify and model the District’s core values, serving as an effective ambassador of the District to stakeholders, including parent and community groups, the Board of Education, and the public
- Supervise, evaluate, and guide staff across divisions, building the leadership capacity of direct reports and holding staff accountable towards meeting short and long-term goals Well-developed cultural humility, awareness of their own identity, and understanding of internalized, interpersonal, and systemic racism and other forms of oppression
- Performs other related duties as assigned

The strongest candidates will have:

Pre-K-12 Education

- Experience and expertise in the pre-K-12 education sector.
- Understanding large public institutions' intricacies with demonstrated ability to navigate them effectively to achieve desired results.
- Leadership experience within a school district, a large charter management organization, or a significant nonprofit organization.

Strategy

- Demonstrated proficiency in strategic planning, including identifying and defining long-term organizational goals and developing comprehensive strategies to achieve them.
- Successful track record in revenue planning with measurable financial goals and devising efficient strategies to meet and exceed them.
- Experience creating sustainable financial models through diversified income sources, prudent fiscal management, and the ability to foresee and mitigate potential financial risks.

Fund Development

- Ability to formulate a clear vision for Spark's role and leverage philanthropy in supporting the Superintendent's objectives.
- Success in building and managing relationships proactively with high-net-worth individuals, institutional funders, and corporate partners.
- Substantial fundraising or business development experience and deep knowledge of the San Francisco Bay Area philanthropic landscape with a demonstrated track record of raising significant funds.
- Demonstrated track record of implementing effective fundraising tactics such as planned giving and capital campaigns, event organization, online campaigns, grant writing, and maintaining donor relations.
- Deep understanding of the interplay between public school funding and private fundraising, including their respective roles in budget planning.
- Knowledgeable in managing a portfolio of restricted funds, unrestricted funds, and administrative overheads.
- Proficiency in structuring grants for long-term sustainability, including identification of ongoing district funds for program scaling and sustenance.

Communications

- Excellent interpersonal communication and public speaking skills with the capability to engage effectively with diverse groups.
- Demonstrated success in creating external communication strategies and campaigns to support fundraising initiatives.
- Experience establishing and upholding a strong brand and reaching target audiences.
- Ability to differentiate between Spark and SFUSD communication needs and align communications with SFUSD's team.

Leadership and Collaboration

- Ability to translate district priorities into compelling a value proposition for major donors.
- Skill in working with district implementers, understanding their fundraising needs, and educating them on philanthropy.
- Extensive experience in results-oriented management, utilizing robust monitoring systems for tracking progress and making data-driven decisions.
- Experience reporting to a board, leading regular board meetings, providing performance updates, conducting self-assessments, and leveraging board member expertise.
- Experience building cross-sector alliances across the public and private sectors, including engaging elected officials and C-Suite executives.
- Strong interdisciplinary collaboration across multiple departments and business functions.
- Well-developed and demonstrated cultural humility and understanding of systems of oppression, equity, and inclusion, especially around issues of race.

Minimum Qualifications

Baccalaureate Degree from an accredited college or university with major coursework in public or business administration, accounting, finance, economics, social sciences, education or related fields, or other subject areas closely related to a specific departmental program or function; Master's Degree preferred AND

At least ten (10) years of experience as a senior-level professional; senior-level fund development experience preferred.

What We Offer



SFUSD offers a competitive salary of \$157,229.94 - \$206,895.71/annually commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- Visit www.careers.sfusd.edu and create a new account to begin your application.
- Visit careers.sf.gov and begin the application process.
- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

Non-Discrimination Policy

San Francisco Unified School District programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. This policy extends to San Francisco County Office of Education, including community school programs and activities.

For more information about the District's non-discrimination policy, please review [Board Policy 4030](#).