

# Executive Director Search

The Local Education & Activities Foundation (LEAF) for the Saint Cloud Area School District 742 is a non-profit organization with an active volunteer Board of Directors. Our purpose is to promote and support academics, activities, arts and athletics in the Saint Cloud School District. We do this through the management of fund development with gifts from private donors. To date, LEAF has granted almost \$3 million dollars to our area school programs. Learn more at <https://www.LEAF742.org>.

JOB TITLE: Executive Director

JOB LOCATION: Saint Cloud, MN

SALARY: \$35,000 annual base, plus additional for experience /half-time

## Primary Duties and Responsibilities

The executive Director is the chief executive officer of LEAF and is responsible for its overall management. This person oversees all aspects of the organization including program operations, fundraising, community engagement, the grant process, and administration, reporting to the Board of Directors. They ensure that the mission is carried out and that all legal and regulatory requirements are met.

### Leadership and Management

- Provide overall leadership, management, planning, and operational oversight for LEAF under the direction of the Board of Directors and in a manner consistent with the mission, goals, and policies of the organization.
- Promote professional LEAF brand and image in all activities.
- Guide implementation of LEAF's strategic plan.
- Provide leadership and direction to Board members, committees, and volunteers that result in effective LEAF functioning.
- Drive the organization's mission, values, and principles.
- Oversee day-to-day operations of the organization.
- Provide financial oversight, monitoring the overall financial status of the organization.
- Day-to-day management of LEAF and staff (including responding to emails, phone calls, and managing donor correspondence).

### Development and Fundraising

- Develop and implement fundraising and endowment initiatives.
- Cultivate individual and corporate philanthropy.
- Plan and coordinate events and contributions.

### Financial Management and Compliance

- Work with the Board Executive Committee to create an annual budget, report to them with monthly financial reports.
- Monitor the budget and ensure sound financial controls are in place to monitor compliance.
- Work with LEAF treasurer and other designated personnel to accomplish other fiduciary duties.

## **Communications**

- Maintain a strong relationship with District 742.
- Communicate regularly with the Board, staff, donors, and community.
- Be the external spokesperson for LEAF.
- Maintain visibility in the community to promote community relationships.
- Oversee marketing, outreach, and social media communications.

## **Qualifications**

- Bachelor's degree from a four-year accredited educational institution.
- Demonstrated experience and success in development and fundraising.
- Previous leadership experience in a non-profit organization.
- Demonstrated experience partnering with outside organizations.
- Excellent communication skills, including comfort in presenting to groups.
- Evidence of successful collaboration and ability to work with all stakeholders.
- Experience with endowments preferred.
- Extremely strong organizational skills.
- Ability to work independently and proactively.
- Demonstrated passion for public education.
- Familiarity with St. Cloud Area Schools and the Saint Cloud community preferred.
- Experience and willingness to learn and adapt to technologies that the organization uses.

## **Benefits**

Paid Time Off: LEAF offers a flexible work schedule with up to 10 days off with pay to be used at the discretion of the director. Also, 8 paid holidays are provided.

HSA: Contributions will be made to a Health Savings Account at \$3,000 annually.

## **To Apply:**

Send a cover letter, resume, and references via email to:

Diane Moeller, Board President, [dianemoeller@gmail.com](mailto:dianemoeller@gmail.com)

*The Search Committee will accept nominations until March 11, 2024. Applicants must pass a criminal background check to be considered.*