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 over $3 million dollars to our area school programs. Learn more at www.LEAF742.org.

JOB TITLE: Executive Director
SALARY: $60,00-$70,000
Competitive benefits available

JOB LOCATION: Saint Cloud, MN
PART TIME EXEMPT: 30+ hours per week

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 donor development, fundraising, program operations, the grant process, community engagement, and administration. They ensure that the mission is carried out and that all legal and regulatory requirements are met. This person reports to the Board of Directors.

Development and Fundraising

- Develop and implement strategies and tactics to meet development and endowment goals.
- Cultivate individual and corporate philanthropy.
- Plan and coordinate events and fundraising campaigns.

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 in conjunction with Board members, committees, and volunteers that result in effective LEAF functioning.
- Drive the organization's mission, values, and principles.
- Provide financial oversight, monitoring the overall financial status of the organization.
- Oversee day-to-day operations and management of LEAF and staff (including responding to emails, phone calls, and managing donor correspondence).

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.
- Prioritize visibility in the community to promote 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.

To Apply

Send a cover letter, resume, and references via email to:
Charlie Eisenreich, Board President, ceisenre@gmail.com

The Search Committee will accept applications until December 1, 2026. Applicants must pass a criminal background check to be considered.