



## POSITION ANNOUNCEMENT

### Executive Director

REPORTS TO:	Board of Directors
CLASSIFICATION:	Exempt, Salaried
FULL TIME/PART TIME:	Full Time
SALARY RANGE:	\$65,000–\$75,000 DOE
LOCATION:	Tucson, Arizona

### ABOUT THE ORGANIZATION

The Amphitheater Public Schools Foundation (“**Amphi Foundation**”) is the nonprofit support partner for the Amphitheater Public School District serving Tucson and Oro Valley, Arizona. Our role is to raise private funds and coordinate resources to benefit the students, teachers, and schools in our district. Our mission is to promote academic excellence through the expansion of resources that enrich the education, development, and well-being of the students in the Amphitheater Public School District. We are committed to our vision that all students have the resources and support they need to reach their full potential. The organization’s annual operating budget is approximately \$550,000.

The Amphi Foundation has a 30-year track record of providing essential support for the learners in our district. Over the past three years we’ve invested \$1M in donated funds to support student preparedness, innovative learning opportunities, educator support, and college/career readiness.

*Learn more online!*

Website:	<a href="http://www.amphifoundation.org">www.amphifoundation.org</a>
Facebook:	<a href="https://facebook.com/amphifoundation">facebook.com/amphifoundation</a>
Instagram:	<a href="https://instagram.com/amphifoundation">@amphifoundation</a>

### ABOUT THIS ROLE

The Amphi Foundation’s Board of Directors seeks a dynamic and experienced Executive Director to take this growing organization to the next level. The right candidate will help the Amphi Foundation excel in the Board’s defined priority areas of fundraising, organizational development, and building community partnerships. The Executive Director serves as the spokesperson for the Amphi Foundation and represents the organization by establishing and maintaining relationships with the local community and aligning internal and external stakeholders, including district and Foundation staff, board members, volunteers, and donors around the organization’s goals. The Executive Director is responsible for providing the internal leadership necessary for the Amphi Foundation to achieve its mission and supervises one part-time Program & Community Outreach Coordinator.

# ESSENTIAL DUTIES

## I. Organizational Development & Strategic Leadership

- Lead a process to evaluate the organization's key value to the community and partner with the Board to refine the strategic direction of the organization in order to achieve the greatest impact for Amphi schools and families.
- Lead the development and implementation of a multi-year strategic plan to achieve the Amphi Foundation's mission and vision.
- Ensure the organization and its mission, programs, and services are consistently presented in a strong, positive manner to stakeholders.
- Actively partner with the Board of Directors and provide staff support to the Board and Board committees as needed.

## II. Fundraising & Communications

- Develop and implement an annual Fund Development Plan to ensure a consistent stream of revenue adequate to fund the organization's programs through grant writing, individual donors, corporate sponsors, and fundraising events/campaigns.
- Act as the chief fundraising agent for the organization.
- Identify, cultivate, and solicit new donors and sponsors.
- Conduct donor stewardship with existing donors through in-person, phone, mail, and email communications.
- Maintain records of donations and sponsorships using the Amphi Foundation's donor management system, eTapestry.
- Partner with the Board and a committee of volunteers to plan and execute an annual fundraising Gala.
- Develop and oversee all marketing and communication strategies and fundraising campaign messaging for the organization.
- Ensure that the Amphi Foundation's programs and services are highlighted through social media, press releases, website, emails to donors and community partners, etc.
- Work with staff, Board committees, and vendors to produce marketing collateral for events, fundraising initiatives, social media and email campaigns, and the website.
- Engage and support Board members and volunteers in fundraising and communications efforts.

## III. Community Partnerships & Representation

- Establish and develop key partnerships with school administration, district leadership, and community organizations to ensure strong awareness of the Foundation's mission and primary initiatives.
- Establish and/or grow partnerships with direct service providers to ensure access to basic needs and learning resources for Amphi families. Help identify opportunities to transition some of the Amphi Foundation's current direct service provision to community partners or volunteer boards.
- Regularly assess the effectiveness of the organization's programs and identify new opportunities to increase the capacity of the organization and create greater public benefit through community partnerships.

## IV. Management & Operations

- Manage the day-to-day operations of the organization.
- Recruit, hire, develop, retain, inspire, and motivate a diverse and high performing team, including key volunteers. Conduct performance reviews and provide feedback to staff. Provide staff development opportunities and training.

- Lead and/or oversee the establishment of policies and procedures; develop administrative and operational standards by which organizational goals will be met.
- Prepare annual operating budget for Board approval and report on financial performance to the Board of Directors.
- Ensure that effective internal financial management systems for the protection of organization assets are established and maintained to ensure that funds are disbursed accurately. Conduct weekly finance duties, including invoice/receipt processing, payment preparation, expense tracking, etc.
- Ensure compliance with regulations and integrity of record keeping regarding the means by which revenues are generated and reported.
- Represent the organization in negotiations with vendors/contractors.

*The intent of this job description is to provide a representative summary of the essential duties performed by this position. Employees may be asked to perform other job-related tasks other than those specifically presented in their job description. The Amphi Foundation reserves the right to revise this job description at any time.*

## WORKING CONDITIONS

- Approximately 50% of work will be done on-site at the Amphi Foundation office, Amphi schools, or other community-based venues. Approximately 50% of work may be completed remotely. Computer and home internet access are required for remote work.
- This position requires prolonged periods of computer use/screen time.
- Most responsibilities of the position can be completed Monday-Friday 8am-5pm. Some evening and weekend work is occasionally required.
- Valid driver's license, proof of insurance, and reliable access to an automobile - or other reliable transportation - for attending events and transporting materials throughout town are required.

## REQUIRED QUALIFICATIONS

- Passion for the mission of the Amphi Foundation and demonstrated commitment to public education.
- Bachelor's degree or equivalent work experience.
- Minimum 3 years of director-level nonprofit fund development experience.
- Proven successful fundraising through grant writing, securing major gifts, and fundraising events.
- Demonstrated experience connecting programs to funding and building collaborative and strategic community partnerships.
- Ability to manage growth; experience with strategic planning, organizational development, and capacity-building.
- Experience leading and/or supporting a nonprofit Board of Directors.
- Outstanding written and oral communication, listening, and presentation skills.
- Self-starter with demonstrated success in developing, managing, and leading employees and volunteers.
- Working knowledge of Microsoft Office software (word, excel, power point).
- Experience using donor management software and financial accounting software.
- Valid driver's license, clean driving record, access to own auto (mileage reimbursement provided), and proof of auto insurance.
- Ability to receive Fingerprint Clearance Card.
- Ability to pass an annual background check with no felony convictions connected to theft or embezzlement or any conviction related to child abuse or misconduct.

## PREFERRED QUALIFICATIONS

- Bachelor's degree in education, public administration, nonprofit management, or other discipline directly related to the mission of Amphi Foundation.
- More than 3 years of director-level nonprofit fund development experience.
- Several additional years of non-profit work experience with focus on education equity and/or academic enrichment.
- Certified Fund Raising Executive (CFRE) designation.
- Experience using eTapestry.
- Experience as a non-profit Executive Director or leader of leaders highly desired.
- Connections and networks in the Tucson and southern Arizona community.

## COMPENSATION AND BENEFITS

The pay range for this position is \$65,000–\$75,000 annually depending on experience. Benefits include:

- Unlimited Paid Time Off (for vacation, sick time, bereavement)
- Paid district holidays
- \$400/month allowance to offset personal healthcare costs
- Professional development funds available
- Flexible work hours

## HOW TO APPLY

Interested applicants should submit **both a cover letter and a resume** via email to [AmphiFnd@amphi.com](mailto:AmphiFnd@amphi.com). The position will remain posted until filled. Apply by September 2 for priority screening.

*The Amphi Foundation is committed to inclusion, diversity, equity, and access. We are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote employees regardless of race, color, religion, gender, gender identity, gender expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*