

**Bronxville School Foundation  
Executive Director Job Description  
December 2019**

**The Bronxville School Foundation**

The Bronxville School Foundation (BSF) is a 501(c)(3) not-for-profit organization whose mission is to enhance quality education and sustain excellence in academics, arts and athletics at the Bronxville School. Since its' inception in 1991, the Foundation has awarded \$10 million in grants supporting facility design and renovation, faculty training and professional development, state of the art technology and equipment, and pilot programs and new curricula. The impact of these grants is felt by each student across the School, every year and through the years.

**The BSF Executive Director Position Overview**

With strategic guidance and the direction of the BSF Board of Directors, the Executive Director (Director) is responsible for leading and managing the BSF in order to successfully achieve the organization's mission. The Director role requires both "big picture" management and leadership and hands on involvement in daily operations.

The Director must possess the following skills:

- Excellent communication and relationship skills
  - The Director regularly interacts with multiple stakeholders including:
    - The 29-member Board
    - The school administrative team and faculty
    - Other organizations at the school (i.e. PTA and School Councils)
  - The Director must effectively partner with volunteer Board members, the BSF administrative assistant (AA), and school staff, and be comfortable building relationships with existing and potential donors
- Experience with financial accounting and financial reporting
- Confidence and proficiency with a variety of computer programs including: Microsoft Office programs, Google platform, donor based software, reporting systems, data management and desktop publishing.
- Organizational management skills
  - problem solver, flexible and able to recognize that there can often be multiple approaches, solutions, ways to implement or processes to follow
- Working knowledge or experience with non-profit organizations is helpful
- The position is full-time during the academic school year but follows school and summer holidays. There is nominal work over the holidays which can mostly be performed remotely. The hours can be flexible as needed as long as the required work is completed. The Director is expected to attend several evening meetings per month (Board, Executive Committee and individual committee meetings, as scheduled).
- Competitive salary based on experience

## **The BSF Executive Director Position Details**

The BSF mission is achieved primarily through the work of its committees (Executive, Development, Public Relations, Finance, Alumni, Nominating, and Legal). The Director reports to the Chair of the BSF Board of Directors and takes direction from the Executive Committee (EC). The Director coordinates with the EC officers in the following activities: development of the Foundations' annual goals and long-term objectives/action plans, management of finances, planning and execution of fundraising activities, overseeing the annual grant process and public relations. The Director works with appropriate counsel and consultants regarding legal, insurance and financial issues. The Director prompts committee members and assists and supports them in their tasks and responsibilities.

### **Highlights**

- Ability to work with a wide variety of talented, smart volunteers on a range of fundraising and other activities across the BSF to support the BSF mission and the Bronxville School
- Involved in a sound fiscally responsible organization in a community that values its school and education
- Constant personal growth and learning to meet of challenges in a fast-paced, changing environment

### **Executive Role:**

- The Director serves as an active voting member of the BSF Board, it's committees and any ad-hoc or special committees
- Support the Board's capacity to provide sound governance:
  - provide regular reports on all aspects of the BSF's activities
  - prepare meeting agendas, supporting materials and notes as needed or as requested and to maintain records as appropriate
  - maintain official records and documents and ensure compliance with all federal, state, and local regulations
  - perform with our legal committee an annual review of insurance coverage prior to renewal of policies
  - identify and assist Board in evaluating risks to the BSF's image and implementing measures to control
  - ensure compliance with the BSF's data security and privacy policies
- Oversight and responsibility for all AA's work and schedule. Provide regular feedback on performance and formal feedback annually
- Develop and implement best information management practices. Work with AA to maintain and improve the BSF's information systems, including Donor Perfect database and Quick Books

### **Development/Fundraising Role:**

- Assist in the creation and implementation of fundraising campaigns: Community Drive (the primary Fall solicitation, Follow Up and We Missed You), Katie Welling Run, and Alumni Drive
- Implementation and support of new fundraising initiatives
- Help to identify, develop and solicit donors
- Oversee the donor contact lists
- Collect donations and analyze trends

### **Public Relations Role:**

- Assist with layout and content organization of Annual Report
- Assist and support social media strategy
- Maintain and update website

- Draft email communications for fundraising purposes

**Finance Role:**

- Ensure that adequate funds are available to carry out our mission of providing grants to the school
- Work with Finance Committee and Board in preparing comprehensive projections and budget; see that BSF operates within budget guidelines
- Oversight of funds in investment accounts, in particular our Endowment Account including conversations with Treasurer and Finance committee regarding allocations among investments. Monitor, with Treasurer and Finance committee, the overall market conditions and potential impact on funds. Review of performance with Treasurer
- Provide regular financial reports to the Board
- Work with outside accountants for audit, including an annual review of controls and systems
- Oversight of AA's financial responsibilities including bank reconcilements, grant payments, accounts payable and audit information
- Ensure sound bookkeeping and accounting procedures are followed
- Ensure compliance with Financial Policies, and alert Board if there are issues

**Grants Role:**

- Overall responsibility for management grants process and adherence to BSF policies
- Ongoing grant assessment with various stakeholders -- both reflecting on the effectiveness and impact of past grant awards, and looking forward to assess what is percolating for future grants and to play a role in identifying and executing new opportunities
- Assist Grant committee with grant follow up process and communication of findings
- Work with Grant committee and School administrative team (and other stakeholders) on the prioritization of annual grant requests, including an understanding of where/how the request fits with the school's objectives and the Bronxville Promise. Provide feedback to BSF Board for evaluation of grant request(s)
- Further develop and utilize the new Grants database, including the application process, thorough organization of grant documentation in database, (so that each grant story is understood including follow up) and incorporating historical grants information to database

**Nominating Committee Role:**

- Assist Chair and VP of Nominating to identify slate of officers to serve
- Assist in planning for succession of leadership roles
- Assist Nominating committee in identifying best slate of candidates for Board membership
- Oversee, with BSF Board Chair, annual orientation for new board members

**Alumni Committee Role:**

- Help manage administrative aspects of and volunteers for the Katie Welling Run
- BSF is considered the organizational center for BHS alumni. Aid in coordinating alumni tours, provide support to alums organizing a reunion
- Provide oversight of the Alumni Drive and production of the Alumni Newsletter
- Assess ways to expand the relationship between BHS Alumni and BSF
- Write and submit annual Max and Victoria Foundation Grant application

**Special Projects:**

- Past examples: artificial turf fundraising ('06), Just Sing Joe Raposo production ('09), Final Act auditorium fundraising ('12), 25<sup>th</sup> Anniversary event ('16), supervision of WISE Intern ('19) if opportunity arises again