**BROOKLINE EDUCATION FOUNDATION**

**EXECUTIVE DIRECTOR**

**Job Opening**

**June 2024**

The Brookline Education Foundation (BEF) is a nonprofit organization that raises money to support teachers and administrators in the Public Schools of Brookline with professional development, and celebrates excellence in education. As an organization that is over 40 years old, it is a trusted partner with teachers and administrators, who know that the BEF meets teachers where they are, trusts educators as professionals, encourages collaboration and innovation, and tries to take the long view of education, while keeping in mind that students are at the center of the best education.

**Overview**

Reporting to the BEF Board of Trustees and working in close collaboration with the Associate Director, the Executive Director provides leadership in the development and accomplishment of BEF goals and the budgets necessary to achieve them. They are a visible and active advocate for the organization and its mission.

**Typical Duties and Responsibilities**

* Fundraising planning, strategy, and implementation, including identifying resource requirements, and establishing methods to approach donors
* Finance and accounting oversight
* Planning, coordinating, and implementing special events throughout the year to fundraise as well as raise awareness of the work of the BEF
* Oversight of all grants and awards to teachers and administrators, from the call for proposals to awarding all grant recipients
* Administration of special events and special programs
* Acting as the primary spokesperson for the BEF and ensure that the BEF, its mission, and programs are consistently presented in a strong, positive light
* Working on Board development to continue to foster a strong working Board of Trustees
* Serve as primary liaison between the BEF and the Public Schools of Brookline and maintain a strong working relationship with its administrators and employees
* Maintaining and hiring an effective staff organization that delivers services, programs, and information beneficial to the BEF

The ideal candidate has experience in education, fundraising, and nonprofit management. They are a collaborative, detail-oriented, and engaged leader with strong communication and relationship-building skills. They are knowledgeable about public education and care deeply about children, teachers, and learning.

**Qualifications**

* 5 - 10 years of nonprofit experience, preferably with a focus on education
* Bachelor’s Degree required
* Demonstrated success in fundraising, donor cultivation, and relationship management
* Strong financial acumen, with experience in budgeting and financial analysis
* Excellent communication and interpersonal skills
* Skilled in standard office software, such as Word, Excel, Google Docs
* Familiarity with Brookline Public Schools a plus, a passion for the BEF and its mission a must

**What We Offer**

* Competitive compensation ($65,000 - $75,000 per year)
* Flexible summer schedule; school vacations off.
* Work : Life balance. Flexible work hours within business hours. Open to hybrid.
* Work that makes a difference—an opportunity to lead to a highly regarded nonprofit organization that has had a tremendous impact on the teachers and students of the Brookline Public School system.

**Application Deadline**

July 17, 2024

**How to Apply**

The BEF seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter (LAST NAME\_FIRST NAME\_COVER LETTER) and resume (LAST NAME\_FIRST NAME\_RESUME) to jobs@brooklineeducation.org with “BEF Executive Director” in the subject line. No phone calls please.

The BEF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the BEF complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.