

Executive Director

NEW HAVEN SCHOOLS FOUNDATION

Job Title: Executive Director

Location: Union City / New Haven Unified School District community; local attendance required for meetings and programs. Attendance is expected at monthly Foundation board meetings, all fundraising and community events, and other meetings as may be required. Remote work arrangements to be confirmed.

Job Type and Hours: Flexible. Workload varies by season, and the Executive Director sets their own schedule. There will be some 20-hour workweeks and some 40-hour workweeks.

Compensation: \$60,000.00 annually.

Reports to: Board of Directors, working closely with the Board President.

Anticipated Start: January 2027, with a structured transition alongside the retiring Executive Director through June 2027.

Application Deadline: November 6, 2026

About the Organization

The New Haven Schools Foundation is a 501(c)(3) nonprofit organization dedicated to supporting the students and schools of the New Haven Unified School District, serving Union City and South Hayward, California. We bring together parents, businesses, district employees, elected officials, alumni, and other community members to raise money for scholarships, classroom grants, and enrichment activities. Our goal is to help develop and empower every student to be productive, responsible, and successful. We light the way for the leaders of tomorrow.

About the Role

We are seeking a resourceful, organized, and relationship-focused Executive Director to lead the Foundation's next chapter. Working with the Board of Directors, the Executive Director turns community generosity into educational opportunity while managing the day-to-day work that keeps the Foundation effective and accountable.

This is a hands-on leadership role in a small nonprofit with established programs and extensive use of technology. The Executive Director leads fundraising and donor relationships, administers scholarship and grant programs, performs accounting and financial management, supports the board, and manages communications and organizational systems. Success requires both the ability to build relationships and the attention to detail to manage applications, financial transactions, records, and deadlines. The candidate should be self-directed, able to prioritize tasks, and drive programs to continued success.

The incoming Executive Director will work alongside the retiring Executive Director through June 2027, gaining direct experience with the spring scholarship and grant cycles, financial and board processes, and key donor and district relationships. Responsibilities will transfer progressively during this period.

Key Responsibilities

Organizational Leadership and Board Support

- Work with the board to establish priorities, develop annual plans and budgets, and carry out the Foundation's mission and approved goals.

- Prepare board, Executive Committee, and Advisory Board meeting agendas with leadership; assemble and distribute packets, minutes, financial reports, and program updates; coordinate meetings and track follow-up actions.
- Support board and advisory board recruitment, orientation, committee participation, and fundraising involvement; maintain rosters and organizational records.
- Manage day-to-day operations. Hire and coordinate the work of contractors, service providers, committees, and volunteers, including the event coordinator and grant writer. Administer and sign contracts on behalf of the organization.
- Serve as the Foundation's primary liaison with district leadership, school staff, community organizations, and other partners.

Fundraising, Donor Relations, and Sponsorships

- Develop and carry out a fundraising plan that supports programs and operating needs through individual giving, scholarship sponsorships, business partnerships, event sponsorships, grants, and annual appeals.
- Identify and research prospects, cultivate relationships, make direct requests for support, and renew and expand existing donor and sponsor commitments.
- Help donors establish or sustain scholarships and other designated gifts; explain program needs, funding requirements, and the impact of their support.
- Research funding opportunities, prepare grant proposals and sponsorship applications, and manage funder reporting and recognition requirements.
- Maintain accurate donor and prospect records, gift designations, acknowledgments, coordinate payroll deductions, matching gifts, donor recognition, and ongoing stewardship.

Scholarship and Grant Program Administration

- Manage the annual Pathways to Success scholarship cycle, from sponsor commitments and application preparation through review, recipient notification, award recognition, and disbursement.
- Configure and administer AwardSpring, including scholarship criteria, applications, reviewer assignments, communications, and post-award requirements; support students, sponsors, school staff, and volunteer reviewers.
- Track scholarship balances and sponsor funding, verify recipient enrollment documentation, and process awards according to program requirements and donor restrictions.
- Manage classroom and enrichment grant cycles, including funding, applications, district outreach, review coordination, award notifications, payments or transfers, and follow-up.
- Maintain complete program records and accurate award data; communicate results and student and classroom impact to donors, the board, and the community.

Accounting and Financial Management

- Perform day-to-day accounting in QuickBooks Online, including recording and categorizing transactions, processing deposits and payments, preparing invoices and receipts, and maintaining supporting documentation.
- Track restricted scholarship and grant funds, operating funds, and endowment activity; ensure gifts and expenditures are recorded accurately and used for their designated purposes.
- Develop the annual budget with board leadership and the Treasurer; monitor cash flow, program commitments, and budget-to-actual results, and recommend adjustments when needed.
- Prepare and review monthly and year-end financial reports and event financial results with the Treasurer and outside accounting support; explain results and concerns to the board.

- Coordinate bank and credit-card reconciliations and resolve discrepancies with accounting support; maintain financial controls and follow established approval procedures.
- Provide records for tax returns and nonprofit filings; work with outside accounting support and the Finance and Investment committees on reporting, financial oversight, and investment records.

Communications and Community Engagement

- Write and coordinate donor appeals, newsletters, sponsorship materials, press releases, brochures, and program and event communications.
- Maintain and update the Foundation website, email communications, social media, and contact lists; keep information accurate, timely, and consistent with the Foundation's identity.
- Share stories and results that connect community support to student opportunities; develop relationships with alumni, educators, donors, and community partners.
- Represent the Foundation at school, district, and community activities and respond professionally to inquiries.

Events and Technology

- Provide strategic and financial oversight for fundraising and recognition events, including the Diamonds in Education gala, scholarship awards luncheon, Mutt Strut, and New Haven Fun Run.
- Work with the event coordinator and board committees on fundraising goals, budgets, sponsorships, promotion, contracts, and guest experience; ensure event transactions and donor records are complete and reconciled.
- Administer the Foundation's core digital systems and coordinate vendor support, access permissions, data quality, and troubleshooting. Current tools include AwardSpring, QuickBooks Online, Google Workspace, WordPress (website), Basecamp, and several online giving and event platforms.
- Learn and evaluate new tools, improve workflows, safeguard confidential donor and student information, and maintain shared files and documented procedures that support continuity.

Requirements

- Commitment to public education and to expanding opportunities for New Haven students.
- Demonstrated experience managing nonprofit programs, fundraising, business operations, or a comparable combination of responsibilities; ability to lead independently while collaborating with a volunteer board.
- Successful experience cultivating donors or sponsors, requesting support, and maintaining long-term relationships.
- Practical accounting and budgeting skills, including accurate transaction processing, fund tracking, and the ability to prepare and interpret financial reports.
- Strong technology skills and confidence learning, configuring, and troubleshooting cloud-based applications; proficiency with spreadsheets, shared documents, and digital communications.
- Excellent writing, interpersonal, organizational, and project management skills; sound judgment, discretion, and reliable follow-through across competing deadlines.
- Ability to work locally with district and community partners and attend occasional evening and weekend meetings and events.

Preferred Qualifications

- Experience with scholarship or grant administration, nonprofit accounting, and donor or constituent databases.
- Experience with QuickBooks Online, AwardSpring, website content management, email marketing, or fundraising and event platforms. Experience with donor management systems, donor prospecting, AI tools are a plus.
- Experience supporting a board of directors and working with volunteers, contractors, and school communities.

- Bachelor's degree in a relevant field or equivalent professional experience.

How to Apply

Please submit a resume and cover letter describing your relevant experience and interest in supporting New Haven students and schools. Application contact, deadline, compensation, and position schedule will be added before publication.

New Haven Schools Foundation values diversity and does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.