



Executive Director

April 2025

Palo Alto Partners in Education (PiE) is a highly visible and vibrant organization with the singular mission to raise funds for the Palo Alto Unified School District (PAUSD). Entering their 20th year, PiE is a crucial component of the PAUSD budget, funding \$5 million annually for additional teaching and counseling staff so that every one of the 10,300 students in the district receives a well-rounded, top-tier education. PiE staff and volunteers work in concert to enthusiastically engage our community in our fundraising campaign.

PiE's Executive Director plays a pivotal role in guiding the organization, serving as the central hub of a complex wheel that includes a 30 member operational Board organized into five standing committees, 2 part-time paid staff, 45 school-level volunteers, 19 school sites and principals, 35 PiE Advisory Council members, and, most importantly, thousands of donors. Within this large, supportive, and cooperative community, the Executive Director ensures that all volunteers are working effectively together to meet the organization's annual goals and overarching mission. This position meets regularly and partners with the Superintendent and district's senior staff.

The next several years at PiE will provide both a creative and rewarding leadership opportunity. Starting with a well-respected organization, strong funding base, talented staff, dedicated volunteers, and supportive school and district leadership, the next Executive Director will help PiE build upon its history of success for our Palo Alto public schools while also focusing its strategic direction towards a changing environment, new opportunities, and continuing needs.

For more detailed information about our history, values, and leadership visit <https://papie.org>.

The Ideal Candidate

Palo Alto Partners in Education is seeking a collaborative community leader and hands-on manager who will inspire, guide, and lead the efforts of a highly effective and efficient pass-through foundation with lean operations. The incoming Executive Director will bring enthusiasm and experience as a relationship builder, volunteer leader, and strategic thinker to their work. They must have a proven track record of attracting and sustaining a broad base of volunteer and financial support as well as strong communication skills. The ideal

candidate has deep experience in managing a nonprofit, excellent interpersonal skills working with various constituents, and demonstrated hands-on expertise with required financial record keeping and reporting. Additionally, this person will be able to quickly instill confidence in their professional abilities among multiple constituencies and with annually changing volunteer leadership in a high-expectation demographic. A great generalist who can juggle priorities and make magic happen on a small budget would excel in this role. This is a full-time, exempt position based in Palo Alto and allows for flexible scheduling. The Executive Director reports directly to the Board of Directors and manages two part-time employees.

Primary Responsibilities

- Raise funds from district parents, members of the community, local businesses, and corporations
- Manage direct appeals, drive marketing efforts, coordinate volunteer activities, and plan appreciation and stewardship events
- Train a base of volunteers on delivering the message about PiE and the need to raise funds
- Recruit and train Board members
- Present at school functions and back-to-school nights
- Drive the annual budget process, ensure monitoring and management of expenses, ensure regular, accurate and timely reporting, and comply with sound accounting practices and applicable laws
- Ensure the successful completion of the annual audit and business and nonprofit registrations
- Manage the development, evaluation, compensation, and retention of staff and maintain personnel policies consistent with current law and the values of the organization
- Oversee the successful completion of the annual report
- Lead a service-oriented, fast-paced office and management information systems/databases

Essential Requirements

The ideal candidate will have senior management experience and many of the following skills and experience acquired in either a paid or volunteer leadership role:

- Demonstrated passion for and commitment to quality public education
- 5-10 years of progressive experience managing comprehensive fundraising programs
- Ability to work in close partnership with a working Board to lead the organization toward a shared vision in response to changing needs and opportunities
- Proven track record of growing fundraising revenue and leading an organization that successfully attracts and sustains a broad base of community fundraising, including major gifts
- Exceptional people skills to engage and inspire others to achieve goals

- Experience in recruiting and developing non-profit boards and adhering to best governance practices
- Demonstrated capacity to sustain collaborative relationships with diverse stakeholders, like parents, PTAs, and school administrators
- Experience developing a strategic plan, setting long range policy, and establishing annual program plans and goals
- Exceptional communication skills including writing, public speaking, meeting facilitation, and consensus building
- Financial literacy and the ability to create and track budgets, process expenses, and manage the annual audit
- Knowledge of direct marketing principles and social media fundraising strategies
- Ability to juggle and prioritize multiple projects in a rapidly changing environment
- High comfort in working with databases, fundraising software, and both Microsoft and Google suites
- Bachelor's Degree, advanced degree helpful, CFRE preferred
- Familiarity with Palo Alto's culture and community is a plus

In addition, candidates will need to:

- Often work evenings, and occasional weekends, to support meetings and community events
- Provide own car, insurance, and valid driver's license or other means to travel throughout the Palo Alto area
- Pass a background check

Compensation: Salary range of \$140,000-\$170,000 annually plus 2 weeks of paid vacation, 10 paid holidays, 401(k), and a flexible work schedule. Funds are not available for relocation or housing assistance.

Confidential Application Process: Email your cover letter (in PDF) summarizing your interest, fit with each of the essential qualifications listed, compensation requirements, and experience along with a current resume to: Linda Lyon at hiring@papie.org with "PiE ED Search" in the subject field. Resumes must have a cover letter in order to be considered. No phone calls, please. Palo Alto Partners in Education is an equal opportunity employer and welcomes applications from all qualified candidates.