



**Position Description**  
**Executive Director, Sunnyside Foundation**  
**Tucson, Arizona**

The Board of Directors of the Sunnyside Foundation is seeking a dynamic, visionary professional to provide leadership, management and community representation for the Sunnyside Foundation, a nonprofit 501C(3) organization. The Sunnyside Foundation provides financial support for innovative classroom projects, educational materials, extracurricular activities and literacy programs for students in the Sunnyside Unified School District.

The Executive Director reports to the Sunnyside Foundation Board of Directors and is responsible for day-to-day operations and management, including fundraising, event planning and implementation, fiscal and budget management, grants program oversight and coordination, and public relations and communications. The Executive Director works closely with, but is not an employee of, the Sunnyside Unified School District.

**MISSION:** The mission of the Sunnyside Foundation is to promote educational excellence by providing resources to enrich the education, development and well-being of all Sunnyside Unified School District children. Our goal is to supplement the traditional education experience in ways that maximize the effectiveness of teachers and result in enhanced student experiences and achievement. We aim to meet the needs of the school district by improving instruction and opportunity in the areas of Science, Technology, Engineering and Mathematics (STEM) programming, student and family literacy projects, Digital Advantage and Digital Curriculum initiatives, arts and cultural programming, and support for post-secondary education opportunities.

**SUMMARY OF POSITION:** The ideal candidate for the Sunnyside Foundation Executive Director position is a self-starter with the ability to work independently, with demonstrated successful experience in securing individual and corporate financial support, grant-writing, board development, public relations and fiscal administration. The Executive Director must be passionate about K-12 education and possess the vision and strategic leadership to make the Sunnyside Foundation a respected and financially-strong organization for years to come.

## **RESPONSIBILITIES:**

### **Management & Leadership**

- Provide leadership for the Foundation's continued growth and success that aligns with its mission and encourages teamwork, effective communication, accountability and outstanding service;
- Maintain and develop a talented and highly motivated Board of Directors through open communication, respect and ongoing guidance to ensure the strength and effectiveness of the Board;
- Analyze and evaluate needs and present timely reports and recommendations to the Board in order to formulate goals and priorities that drive the Foundation toward sustained growth;
- Work closely with Board and its committees to develop and execute strategic and operational plans;
- Develop and execute ideas and initiatives for strengthening the impact of the Foundation through expanded partnerships and collaborations;
- Oversee contract CPA and any future additional staff.

### **Fund Development & Financial Administration**

- Ensure that the Sunnyside Foundation has the financial resources to fulfill its mission;
- Create and implement annual and long-term fund development plans that maximize and diversify the Foundation's funding sources;
- Develop and cultivate relationships with individual donors, corporate sponsors, foundations and community organizations in order to maintain and enhance a strong, diverse base of donor support;
- Working closely with the Board, plan, implement and secure sponsorships for fundraising events;
- Oversee and manage the operating budget, financial statements and reports to the board and funders.

### **Public Relations**

- Develop and implement an annual public relations and communications plan to include social media, print and broadcast media, speaking engagements, and other key channels;
- Serve as a key public spokesperson for the Sunnyside Foundation, developing and maintaining a leadership position within the community;
- Represent the Sunnyside Foundation in the community through participation in community and school district functions as well as local and statewide educational related activities;
- Develop and nurture relationship with community agencies, schools, foundations and other appropriate entities.

### **Program Leadership**

- Oversee the Excellence in Education grants program including funding, reporting, and evaluating program effectiveness;

- Ensure that the needs of teachers, schools and students are reflected in grants program activities;
- Encourage collaboration and partnerships within Sunnyside Unified School District as well as throughout the community;
- Develop new grants programs as appropriate and as funding opportunities arise and in compliance with Board policies.

**Qualifications:**

- Bachelor's degree from an accredited institution;
- A minimum of 5 years management experience, preferably in nonprofit and/or educational organizations;
- Proven fund development success with individuals, foundations and corporations;
- Proficiency in fundraising, donor relations, event planning, and grant writing;
- Experience working with diverse populations and managing diverse relationships, including Board members, community partners, funders, school district staff, and youth;
- Excellent written and verbal communication skills;
- Experience with developing and managing a \$250K or higher annual budget;
- Microsoft Office proficiency;
- Strong ties to the Tucson community, desired but not required.

**Compensation:** \$50,000 - \$65,000, annually based on experience and training. Position is full-time.

**Application Procedure:** E-mail cover letter, resume and three references (including at least one employer within the last five years) to [info@sunnysidefoundation.org](mailto:info@sunnysidefoundation.org). Please put "Executive Director Position" in the subject line. Applications will be accepted through April 15, 2019.

The Sunnyside Foundation is an equal opportunity employer.