



EMPOWERING STUDENT SUCCESS THROUGH COMMUNITY ENGAGEMENT

Executive Director Job Description 2026

Job Title: Executive Director

Location: Springfield, Oregon

Compensation: \$60,000-\$75,000 based on qualifications.

Benefits: Benefits available such as healthcare stipend, retirement allowance, PTO

Type: Full Time, Exempt; occasional weekend and evening work required

Categories: Fundraising, Nonprofit, Management

Position Summary

The Executive Director is a highly-skilled nonprofit professional who, in partnership with the SEF Board of Directors, will advance the mission of the SEF by generating and increasing financial support and enhancing community involvement. This position is responsible for identifying, soliciting, and cultivating relationships with new donors, retaining and building upon the existing donor base, and creating and implementing strategic development objectives. The Executive Director directs public-facing communication for the SEF and cultivates visibility for the organization throughout the SPS District and the community. The position includes oversight of staff positions, regular collaboration with the SPS District, and direction of day to day operation of the organization. The Executive Director reports to the SEF Board of Directors.

Required Qualifications

- Minimum of five years' experience in a non-profit or similar leadership capacity
- Bachelor's Degree or relevant work experience
- Proven history of meeting or exceeding fundraising goals from various sources including but not limited to major donors, events and businesses
- Demonstration of creating and developing collaborative relationships including but not limited to strategic stakeholders
- Demonstrated effective interpersonal, oral (public speaking) and written communication
- Strong organizational and technological skills
- Ability to work independently with proactive focus and initiative
- Experience overseeing financial management and budget planning for organizations
- Commitment to diversity and inclusion

Micah Adams

Michael Alvarado

Adam Anderson

Nate Bill

Nicole De Graff

Todd Hamilton

Evy Hernandez

David Hersch

Timothy Leahy

Stephanie Lovdokken

Justin Martin

Malia Martin

Crystal McPheeters

Adriel Pickar

Patty Schulz

Brody Wasson

Kelli Warner

John Wheeler



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Preferred Qualifications

- Public relations experience
- Experience working for a Board of Directors, preference for experience with a volunteer Board of Directors
- Grant writing experience and documented success in securing grant funding
- Experience with an education-focused organization or school district preferred
- Spanish Bilingual

Primary Responsibilities

Development

- Strategic development, oversight and implementation of all development/fundraising efforts including annual fund giving, major gifts, planned giving and grants
- (Add: Lead efforts to strengthen the long-term sustainability of the Foundation by diversifying revenue streams and planning for future growth and financial stability)
- Solicitation and cultivation of relationships with major donors
- Maximize donor retention
- Develop and implement strategies for fundraising for targeted segments, including individuals, major donors, businesses, alumni, and community groups
- Coordinate and write grant and endowment requests
- Ensure donor follow-up and recognition with the ability to work in the donor database

Communication, Marketing, and Collaboration

- Oversee and align all public communication and marketing with the SEF's vision and brand
- Serve as the primary spokesperson for the Foundation, representing SEF at community events and in media opportunities to elevate visibility and advance the mission
- Increase public awareness of the organization
- Cultivate and maintain a strong relationship with Springfield Public Schools to most effectively accomplish the SEF mission
- Cultivate and maintain strategic relationships with businesses, foundations, civic leaders, and community partners to expand SEF's reach and impact



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- Develop and organize speakers, site visits, reports, and storytelling that demonstrate the results of the organization's efforts to the board, donors, and Springfield Public Schools
- Monitor organizational effectiveness by tracking outcomes, evaluating impact, and using data to inform strategy and communicate results to the Board, donors, and community

Strategic Planning, Leadership, Board Engagement

- Coordinate with the SEF Board of Directors to ensure strong communication and alignment across individuals, committees and work teams
- (Add: Support effective board governance by providing leadership, guidance, and resources that strengthen board engagement, committee work, and strategic decision-making)
- Work with all of the SEF Board-led committees as needed to provide leadership, guidance and feedback that ensures effective communication about and execution of events, marketing, and programs
- Coordinate volunteers supporting the SEF
- Oversee, document, and report on strategic planning processes and results
- (Add: Contribute to organizational resilience by supporting succession planning, staff development, and strategies that position SEF for thoughtful growth)

Financial Oversight and Administration

- Responsible for the financial management of the organization, including management of fiscal sponsorship agreements and restricted funds
- (Add: Ensure organizational compliance with all applicable laws, regulations, contracts, and financial controls, proactively identifying and managing risk in partnership with the Board)
- Work with the Finance Committee and staff to manage the budget and daily financial administration
- Provide clear direction, leadership, and oversight to the staff positions, cultivating effective execution of organizational functions and alignment with SEF's core values



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How to Apply

Posting Begins: December 2025, open until filled

Application Review: First review of applications will begin January 11, 2026

How to Apply: Please send a cover letter and resume to Hiring@SEFLane.org, as well as the answers to the following questions (500 words or less per answer):

1. Strategic Vision & Implementation:

Question: "The Springfield Education Foundation works to empower student success through community engagement. Our focus is to support innovative programs and initiatives in order to enhance educational opportunities, encourage innovation, and support student well being. How would you, as the Executive Director, prioritize and lead the execution of this plan while ensuring staff and board alignment and maximum community impact?"

2. Fundraising & Development:

Question: "The role requires implementing the Foundation's fundraising goals across individual giving, events, corporate giving, and grants. Describe your most successful experience in developing a 'well-rounded revenue structure,' and how you would apply those principles to grow the SEF's funding base to expand its grantmaking."

3. Stakeholder Relations & Communications:

Question: "The Executive Director serves as a key spokesperson, requiring them to 'build constructive relationships with all SEF stakeholders (schools, donors, community)' and work 'cooperatively with the Springfield School District.' How have you successfully navigated complex relationships with both an associated public institution (like a school district) and an independent Board of Directors, ensuring a coordinated and effective message?"

The cover letter should address why the applicant is interested in this position and describe experience relevant to the four primary job responsibilities. References may be requested after the initial application process.

The Springfield Education Foundation recognizes and embraces the diversity and worth of all individuals and groups and their roles in society. SEF does not and will not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities, programs, or employment. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.