

PO Box 4904
Grand Island, NE 68802
308-385-5900 ext. 201170
tskalberg@gips.org
www.gipsfoundation.org



Executive Director, Foundation

Mission

The GIPS Foundation builds strong partnerships with the district and community stakeholders, responsibly manages and grows charitable assets, and inspires the power of community to invest in access, equity and opportunity for all GIPS students.

Vision

We envision Grand Island Public Schools as a place where all students experience a rich educational journey with robust opportunities to prepare them to thrive and dream big. Every GIPS student will have adequate resources to attain their potential.

OUR VALUES

The Grand Island Public Schools Foundation's programs and services will remain flexible and responsive to students, staff and district needs.

We will:

- Adhere to the highest ethical standards
- Manage the Foundation and its assets with integrity and transparency
- Cultivate a culture of trust
- Advocate for GIPS students and all students in our community and beyond
- Inspire and foster a partnership of shared values with GIPS Staff
- Build and steward community partnerships, galvanizing relationships for perpetual impact
- Invest in innovation and opportunity
- Help donors achieve their philanthropic goals to invest in students

Job Description

General Description

The Executive Director is responsible for the leadership, management, and implementation of the GIPS Foundation's mission, vision, and values. The ED is the face of the organization and will guide the Board of Directors and lead the Staff with a values forward pursuit of the Foundation's mission and strategic plan. The ED will also serve as the lead Foundation liaison with school district leaders and work to promote common vision, strategy and relationships that are mutually beneficial and collaborative to maximize opportunities for students.

Reports to the Board of Directors

PO Box 4904
Grand Island, NE 68802
308-385-5900 ext. 201170
tskalberg@gips.org
www.gipsfoundation.org



Essential Functions

Fiscal Management and Governance:

- Analyzes, evaluates and communicates the Foundation's strategic position and current status to the Board in a timely manner with appropriate recommendations for the purpose of facilitating board actions.
- Assists the Board of Directors for the purpose of orienting new board members
- Develops and presents to the Board of Directors for approval, the annual budget to carry out their strategic plan and goals.
- Assures the Foundation and its activities are systematically reviewed for the purpose of being compliant with all regulations, laws and by-laws
- Effectively manages the Foundation's business (e.g. investments, budget, programs) for the purpose of providing timely reports to the Board of Directors.
- Supports the Board of Directors and the programs and policies it establishes for the purpose of maximizing the resources and image of the Foundation.

Fund Development:

- Develops, plans, and manages fundraising activities for the purpose of providing financial resources to meet the goals and objectives of the Foundation.
- Conducts donor development programs for the purpose of identifying and cultivating persons, companies, and organizations supportive of the Foundation and the District, and designs and implements programs aimed at retaining and upgrading these donors.
- Produces special events (e.g. recognition dinners, lunches, written materials, etc.) for the purpose of rewarding and recognizing donors and volunteers for their support.

Public Relations and Community Engagement:

- Drafts and composes written and published materials (e.g. newsletters, promotional materials, and annual reports) for the purpose of promoting the business of the Foundation.
- Serves as an advocate and spokesperson for the Foundation for the purpose of effectively representing the Foundation and its goals to potential donors. Cultivates, builds and maintains enduring relations with current and potential funding sources and individual donors.

Organizational Management:

- Demonstrates commitment to the mission goals and objectives of the Foundation and its Board of Directors for the purpose of building a strong Foundation.

PO Box 4904
Grand Island, NE 68802
308-385-5900 ext. 201170
tskalberg@gips.org
www.gipsfoundation.org



- Maintains alumni information for the purpose of having current data to distribute information (i.e. newsletter, mailings, etc.)
- Serves as the Chief Executive Officer of the Foundation for the purpose of developing, recommending, and administering management and operational procedures to assure the effective day-to-day operation of the Foundation.
- Evaluates and manages all Foundation staff, provides consistent feedback and an annual review process.

Education and Experience:

Minimum 5-7 years of Development experience including demonstrated success in individual giving, corporate sponsorship, alumni giving, planned giving and special events fundraising and management.

Experience with fundraising and data management systems.

Experience with moves management including, but not limited to, prospect identification, cultivation, solicitation and stewardship.

Skills and Abilities:

(Competencies provided by Federal Reserve of Kansas City, Denver, OKC, Omaha – Nonprofit Succession Planning Toolkit)

- Visioning-Ability to visualize the organization's future state (structure, culture, leadership, target markets, etc.) and criteria for long-term sustained success.
- Leading and managing change -Continuously challenges the status quo and leads the necessary changes. Provide information and gathers feedback that allow others to create organizational agility.
- Passion for mission -Demonstrates and communicates passion for the organization's core purpose; identifies with the organization's mission and inspires others about the mission.
- Credibility-Demonstrates honesty, sincerity, humility and respect for individuals while modeling organizational values. Inspires trust in and from others.
- Achieves results -Improves and sustains superior business performance, develops and follows through on priorities, delegates appropriately, holds people accountable, makes financially-sound decisions, optimizes resources and initiates efficient work processes.
- Intelligence and judgement -Demonstrates capacity to analyze, synthesize and integrate information to effectively identify and solve problems. Makes informed decisions and successfully addresses complex organizational challenges.
- Strategic thinking – Provides focus and long-term direction for constant stream of organizational and individual action.

PO Box 4904
Grand Island, NE 68802
308-385-5900 ext. 201170
tskalberg@gips.org
www.gipsfoundation.org



- Inspirational leadership -Develops commitment in others by setting a personal example, demonstrates enthusiasm, empowers workforce and appeals to what motivates them.
- Customer focus – Responds to the needs and expectations of stakeholders and donors. Uses an understanding of needs as the basis for organizational action.
- Fundraising – Provides direction and serves as primary contact for corporate, foundation and individual donors.
- Community development – Develops strong external loyalty to the mission and values of the organization, and brings strong community and civic leader relationships to leverage good will and financial support for the organization.
- Financial development/acumen – Ensures innovative fund development strategies are developed, cultivated and implemented that provide the necessary financial resources to sustain and grow the organization. Ensures generally accepted accounting principles are continually adhered to and related to all budget and financial matters. Understands and can manage operations within budget constraints.
- Talent management – Demonstrates the ability to attract, align, develop and retain the diverse talent pool needed to meet and exceed organizational goals.
- Interpersonal savvy – Builds appropriate rapport and constructive, effective relations both internally and externally. Relates well to people of diverse backgrounds and exhibits genuinely warm and approachable behavior. Listens attentively to understand the needs, intentions and values of others.
- Proven success in identifying and soliciting funds from individuals, corporations, and foundations from a variety of sources and in developing relationships with donors.
- Familiarity with Grand Island is preferred, and flexibility to travel, the majority of which will be regional in scope.
- Ability to work on selected weekdays, nights and weekend evenings as required.
- Computer literacy and knowledge of donor software and other fundraising software is highly desirable.
- Ability to appropriately handle confidential matters and information.
- Professional maturity and a sense of humor.