



Job Announcement: Executive Director, Pacifica School Volunteers

Pacifica School Volunteers (PSV) seeks an enthusiastic and experienced professional to provide organizational leadership, perform and oversee the day-to-day administrative operations, and provide support for the Board of Directors. The right candidate is highly organized; works well both independently and with others; can sustain broad goals while being detail oriented; and possesses excellent oral, written, and interpersonal skills. Pacifica School Volunteers is a 501C3 nonprofit organization.

Mission Statement

The mission of Pacifica School Volunteers (PSV) is to inspire a love of learning, to advance students' academic achievement, and to promote students' well-being in Pacifica's public schools. Toward these ends, we:

- Recruit, train, and place adult and high school volunteers in literacy, math and other programs in the schools;
- Through our volunteers, help struggling students succeed by providing academic support and extra attention needed to increase their achievement in school;
- Assist parents in supporting their children through Parent Education training opportunities;
- Present community-wide events to promote literacy and academic achievement; and
- Build community by strengthening ties among students, educators, families, businesses, civic organizations, and the schools.

Position Description

The Executive Director (ED) plays a leadership role within the organization through tracking and implementing programs, leading fundraising activities, and managing the budget and finances under the PSV Board's direction. The ED also provides leadership and organizational support for the Board, staff, and volunteers. The ED represents the organization and acts as a liaison for the organization and its Board of Directors by providing information and services to public schools, funding agencies, major donors, volunteers, the general public, and community groups.

Responsibilities include:

Program Management

- Oversee the recruitment, screening, training, and placement of adult, high school, and college volunteers to assist students and teachers in classrooms and schools.
- Coordinate literacy, math, and parent education trainings for volunteers and parents.
- Recruit and place volunteers for specialized programs, such as Kindergarten Readiness, Read Aloud Days, Young Author events, Junior Achievement, and Oceana High School Senior Exhibitions.
- Work closely with school district principals, teachers and staff to place volunteers in the schools with the greatest needs.

Fundraising and Grant Administration

- Lead fundraising efforts, including grant writing, Fall donor appeal and other activities.
- Maintain master funding files, see that deadlines are met, and work with Board to monitor fundraising process and protocol.
- Administer flow of grant funding and oversee associated program activities.
- Cultivate partnerships with agencies, businesses and nonprofits.

Financial Management

- Work with accountant and Board to manage PSV's budget, and financial records, including projecting expected cash flow and monitoring use of funds.
- Manage timely reporting to funding organizations and prepare invoices for contracts; work with accountant on 990 tax filing.

Office Management

- Supervise and support the PSV Volunteer Coordinator.
- Oversee maintenance of physical and digital records, documents, database entry.
- Respond to telephone calls, emails, requests for information.

Support Board of Directors

- Coordinate with the Board in developing long- and short -term plans for Pacifica School Volunteers that advance the organization's mission.
- Prepare for and assist Board meetings including the development of the agenda, financial reports, and other program data.
- Support Board development and recruitment.

Other Responsibilities

- Support outreach for PSV, including maintaining contact with volunteers, writing articles for local media, and maintaining content on PSV social media platforms and website.
- Participate in local organizations that support PSV, such as the Pacifica Collaborative, Chamber of Commerce, and other non-profits and partner agencies in Pacifica and San Mateo County.
- Oversee the coordination and implementation of PSV's summer Think Bridge program.

Qualifications

The successful candidate will be able to:

- Plan, implement, and coordinate a variety of projects simultaneously.
- Work both independently and in group settings; accept guidance from the Board.
- Communicate effectively orally and in writing with a wide range of people and organizations.
- Represent the organization publicly in a professional manner.
- Effectively use word-processing, spreadsheet, and database software.
- Design and develop fundraising activities.

Knowledge of and experience with the following is highly desirable:

- Public schools and volunteers
- Non-profit management or administration
- Non-profit fundraising strategies
- Developing and writing successful grant proposals
- Non-profit fiscal management

Education:

Bachelor's degree.

Applicants should have a valid California driver's license.

Applicants should be prepared to attend/participate in evening meetings and work occasionally on weekends.

This is a part-time, salaried position with a flexible schedule of 35 hours/week. Annual compensation is \$53,000 and includes 13 school district holidays, four weeks of vacation/sick/personal leave days. Medical and dental insurance benefits are not included.

Application

Applicants must submit:

- (1) a cover letter that includes contact information;
- (2) a resume of no more than three pages.
- (3) three professional references

Send the above to Pacifica School Volunteers: PSVBoardofDirectors@gmail.com or mail to:

Board of Directors

Pacifica School Volunteers

375 Reina Del Mar

Pacifica, CA 94044

Received no later than May 31, 2024.

Qualified candidates will be contacted for an interview with the Pacifica School Volunteer Board of Directors.