

POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

WHAT WE DO

Founded in 1985, the Santa Barbara Education Foundation (SBEF) enriches the academic, artistic, and personal development of all students in the Santa Barbara Unified School District (SBUSD). As the only education foundation serving all 21 schools and over 12,200 students, SBEF is uniquely positioned to bridge critical funding gaps and create a lasting, equitable impact.

SBEF inspires the community to support public education, focusing on providing opportunities for students facing additional challenges, such as those who are socioeconomically disadvantaged or English language learners. By funding programs like teacher grants, literacy initiatives, and music and arts education, SBEF ensures that students have access to essential learning opportunities. SBEF also proudly serves as the fiscal sponsor for 14 nonprofit organizations across the county.

Through strong partnerships with community partners, nonprofits, donors, educators, and businesses, SBEF enhances the quality of public education and builds a brighter future for the entire community. SBEF also administers its own signature programs. For a full list of programs and to learn more, visit: <https://sbefoundation.org>.

LEADERSHIP & CULTURE

SBEF is governed by a 12-member Board of Directors, working in close partnership with four liaisons from the School District. Celebrating its 40th anniversary this year, SBEF has adopted a new strategic plan to build on its legacy of championing public education since 1985. The plan is designed to provide equitable and inclusive opportunities that ensure student success.

In addition to supporting the arts, over the next five years, SBEF's priorities will include literacy, math, student engagement, and Diversity, Equity, Access, and Inclusion (DEAI). SBEF will build on its current capacity center with the following core strategies.

- **Unite for Greater Impact:** Align community efforts to deliver targeted responses to student needs.
- **Turn Gaps Into Growth:** Mobilize private philanthropy and community support to bridge critical education gaps where public funding falls short.
- **Expand Proven Solutions:** Ensure that supported programs are effective, scalable, and sustainable.

The strategic plan also emphasizes maintaining strong connections with the SBUSD and our community partners. By engaging in proactive collaboration and regular communication, SBEF will align its programming with district priorities to remain responsive to the evolving educational landscape and best serve the needs of students.



SANTA BARBARA
EDUCATION
FOUNDATION

COMPENSATION & BENEFITS

- Salary – \$150,000 - \$160,000 DOE/Neg.
- Medical, dental, and vision insurance
- 403(b) up to a 3% employer match, based on personal contribution.
- PTO: 10 paid days off, 10 paid sick days accrued at .833 days per month, 12 paid holidays. SBEF closes between December 24 and January 1 each year, offering this time as paid time off for employees.

LOCATION

The SBEF office is located at 1528 Chapala St, Suite 308, Santa Barbara, CA 93101.

POSITION SUMMARY

This is an exceptional opportunity to lead a philanthropic and direct service organization. Reporting directly to the Board Chair and working closely with the Board of Directors, the Executive Director will leverage SBEF's strong reputation and legacy of success to shape future growth and amplify its impact. The Executive Director will focus on key strategic areas, including staff and board development, strategic plan implementation, and donor relations. Overseeing an annual operating budget of \$2.7M, the Executive Director will build, lead, mentor, and inspire the SBEF team of 5, when fully staffed, including 2 direct reports: the Program Manager and Development Officer.

Year One Priorities

- **Build Relationships:** Forge meaningful connections with the board, staff, donors, and key stakeholders to understand SBEF's history and shape its future.
- **Implement the Strategic Plan:** Coordinate the public rollout of the new strategic plan and begin implementation of its core focus areas: literacy, math, student engagement, and Diversity, Equity, Access, and Inclusion (DEAI).
- **Strengthen the Team:** Hire and onboard new team members to support the SBEF's fundraising, operations, and programmatic initiatives.
- **Cultivate a Strong Culture:** Champion a culture of transparency, collaboration, integrity, and accountability that honors the community SBEF serves.

DUTIES & RESPONSIBILITIES

Strategic Leadership & Management

- **Organizational & Program Oversight:** Ensure SBEF's programs are excellent, rigorously evaluated, and aligned with its strategic goals.
- **Board & Staff Engagement:** Actively engage the board in strategic planning, serving on key committees, and managing all staff, including conducting annual performance reviews.
- **Policy & Compliance:** Maintain official records and documents, ensuring compliance with all federal, state, and local regulations, and keeping all internal policies (e.g., bylaws, conflict of interest, payroll) up to date.
- **Community & Partner Collaboration:** Foster positive relationships with community organizations, key stakeholders, and partners, such as SBUSD, to work towards common goals.

Development & Fundraising

- **Revenue Generation:** Expand fundraising activities to support existing and new programs, including grant writing, event planning, and cultivating relationships with donors.
- **Donor Relations:** Develop and nurture relationships with major donors, foundations, and community members, communicating the vision and impact of the organization.
- **Communications & Brand Management:** Strengthen SBEF's brand and public image by overseeing all external communications, including the website, social media, and public relations. This involves speaking at community events and engaging with local media.
- **Event Leadership:** Lead major fundraising events and appeals, such as the Love of Literacy Luncheon, HOPE Awards, and End of the Year appeals.

Financial Oversight & Planning

- **Budget Management:** Manage all aspects of finance, including audits and grant administration, while ensuring all expenses are within budget.
- **Strategic Financial Planning:** Collaborate with the board to create and implement strategic plans and annual budgets that support SBEF's long-term objectives.
- **Financial Compliance:** Ensure all financial matters, including the annual audit and IRS 990 filing, are managed according to organizational policies, financial standards, and with the support of a certified public accountant (CPA).
- **Fiscal Sponsorship:** Administer fiscal sponsorships, ensuring proper management of payroll, workers' compensation, and disability claims.

BACKGROUND PROFILE

- A personal connection to the mission of enriching the academic, artistic, and personal development of all students.
- A proven commitment to social justice, education equity, and language access, along with cultural competency and a desire to work with and engage diverse communities. Multilingual preferred, but not required for the position.
- Senior nonprofit leadership expertise in strategic planning, fundraising, and change management.
- Proven ability to build and support high-performing teams, lead with an element of fun, and excel at problem-solving, talent development, and mentoring.
- Experience with and proven success in raising funds from diverse sources, including corporations and major donors.
- Excellent verbal and written communication skills with a strong ability to build effective relationships with diverse stakeholders.
- Experience in leading programs and familiarity with program evaluation and educational programming.
- Familiarity with CRM systems (e.g., DonorPerfect, Salesforce, Raiser's Edge) and proficiency with platforms such as Google Suite, BoardnetWork, and digital marketing tools.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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