

Tustin Public Schools Foundation
Executive Director
Position Description

Sterling Search, Inc. has been exclusively retained to recruit the new **Executive Director** of the **Tustin Public Schools Foundation** (<https://www.tpsf.net>).

MISSION

To mobilize the community and its resources to further excellence in Tustin Unified Schools.

ABOUT TUSTIN PUBLIC SCHOOL FOUNDATION (“TPSF” or “Foundation”)

The Tustin Public Schools Foundation funds, offers, and organizes a variety of programs that foster and celebrate educational excellence. From after-school sports for middle school students to summer enrichment courses, TPSF strives to further excellence in Tustin Unified Schools. Currently, 90 cents of every dollar raised by the Tustin Public Schools Foundation funds programs that serve nearly 22,000 K-12 students at 30 Tustin Unified schools in Tustin, North Tustin, Irvine, and parts of Santa Ana. They achieve this through five primary programs:

- **Grants**—In 2024, thanks to community support, TPSF was able to fund more than 100 grants requested by Tustin Unified School District teachers and principal-directed projects for all schools. Grants touched all levels of education with the creation of a campus bike repair shop, new instruments for musicians, reading resources including a variety of experiences and languages, drama productions, and robotics. Enrichment Grants also included many creative ways to reach out to students to enhance overall wellness and support.

- **Summer Academy**—Two- to four-week half-day sessions are available for Kindergarten through High School students. Classes range from ***Intro to Debate*** and ***How to Garden*** to ***Extreme Technology*** and ***Becoming an Author and Illustrator***. Last summer, more than 1,250 students participated in almost 2,000 sessions. Everything from ***Fast Forward Kindergarten*** to ***High School Leadership*** with ***photography, cooking, coding, pickleball, graphic novel writing, drama, robotics,*** and so much more in between.

- **Robotics**—TPSF is proud to support robotics programs at each of Tustin Unified’s 10 secondary and 18 elementary schools. Tustin Unified School District Robotics program serves over 600 students and supports over 130 competitive teams each year to help build interest and skills in STEM career fields.

- **After School Sports Initiative**—Provides funds for an after-school sports program at all seven Tustin Unified District middle schools. The emphasis is on skill development, sportsmanship, and teamwork. Students learn the rules and strategies of each sport in a supportive environment, coached by middle-school teachers.

- **Scholarships**—Whether it is participating in an after-school sports program, traveling to a foreign country with the Model United Nations Program, or going to college, TPSF funds these dreams through annual and program scholarships. The Foundation also administers and awards a number of annual scholarships to support graduating Tustin Unified School District seniors as they pursue their dreams in higher education.

THE OPPORTUNITY

TPSF seeks a visionary leader who will drive the organization's growth, expand its impact, and ensure its long-term sustainability. The new Executive Director (ED) will reap the benefits of the previous ED's long tenure and her extraordinary success in building a strong foundational fundraising program and impactful educational programs that serve the students in the Tustin Unified School District. TPSF has grown its popular Summer Academy from its inaugural class of 300 to almost 1,300 in 2024. The previous ED also built a strong financial foundation for the organization which grossed revenues in excess of \$2,100,000 the last fiscal year and holds an investment balance of approximately \$4,000,000, which consists of an endowment and general funds.

Much of the funds raised are from several annual events that have become a popular staple in the community's annual calendar. TPSF's annual Dino Dash has about 10,000 participants including runners, riders, volunteers, vendors, and community members, and last year, netted over \$200,000 in revenue.

The new ED will:

- Partner with a strong and passionate board of directors, the Tustin Unified School District (TUSD), engaged and committed parents, and multiple community stakeholders that value and support the work of TPSF. The greater Tustin Community has supported the Tustin Unified School District throughout the years, easily passing several bond measures to support local schools, most recently Measure J, a \$261 million bond approved in 2024 to upgrade school facilities and equipment.
- Have the opportunity, in partnership with the board of directors, to create a strategic plan and develop and build upon a small team of three-to-five staff to help advance that plan.
- Be able to leverage impact data to build successful cases for support to engage individual donors, foundations and corporations. TPSF has collected years of data that demonstrate the impact that the Foundation has had on enhancing and improving the educational experiences for the students it serves with measurable outcomes that speak to its success.

The Board of Directors is seeking an ED who will build and lead a team and will capitalize on opportunities that will result in significant growth in revenue. The ED must bring a passion for TPSF and demonstrate visionary leadership and inspiration for staff, board, volunteers and the greater TPSF community. The most important competency is that the ED must show a demonstrated track record of managing and leading a

successful fundraising program as, in the opinion of the Search Committee, TPSF's projected growth is only limited by its ability to grow and diversify revenue.

KEY RESPONSIBILITIES

Strategic Growth & Leadership

- Develop and execute a bold, forward-thinking strategic plan that expands TPSF's reach, impact, and financial sustainability.
- Identify new opportunities for growth, including innovative partnerships, programs, and funding sources.
- Inspire and align stakeholders around a shared vision for expanding the Foundation's role in supporting public education.

Board Relations & Governance

- Cultivate a strong, collaborative relationship with the Board of Directors, leveraging their expertise and networks to advance the Foundation's mission.
- Provide clear, data-driven updates on progress toward strategic goals and organizational performance.
- Work with the Board to develop and implement policies that support long-term growth and operational excellence.

Financial Management

- Oversee financial planning, budgeting, and stewardship to ensure fiscal health and maximize resources for impact.
- Provide reporting on high-value and high-wealth sponsors, donors, and prospects to the board and work to acknowledge and recognize donors in a meaningful way.

Fundraising

- Drive fundraising growth through a diversified strategy, including major gifts, corporate sponsorships, grants, planned giving, annual giving, special events, and other innovative revenue streams.
- Identify and cultivate prospective donors and work to engage them in TPSF programs and events with the purpose of asking them to give financially to the organization.
- Strengthen donor relations by fostering a culture of philanthropy, increasing engagement, and expanding the donor base.

- Develop a strong board nominating process and work with board members to recruit a strong and talented board for the future.

Program Innovation & Expansion

- Enhance and scale existing programs while identifying and developing new initiatives that align with community needs.
- Measure program impact through data-driven evaluation and continuous improvement strategies.
- Strengthen partnerships with Tustin Unified School District to align Foundation initiatives with district priorities.

Staff Leadership & Development

Build and lead a high-performing, mission-driven team, fostering a culture of innovation, collaboration, and excellence.

- Provide professional development opportunities that empower staff and volunteers to contribute effectively to the Foundation's growth.
- Implement best practices in organizational leadership, including performance management and succession planning.

Community Engagement & Advocacy

- Act as the primary ambassador for TPSF, building meaningful relationships with donors, corporate partners, educational leaders, TUSD board members, and the broader community.
- Advocate for public education and engage stakeholders in meaningful ways to increase awareness and support for TPSF's mission.
- Expand TPSF's visibility through strategic communications, public relations, and digital engagement.

Operational Excellence & Compliance

- Ensure adherence to all legal and regulatory requirements related to nonprofit governance and operations.
- Implement efficient systems, technology, and processes to enhance productivity and effectiveness.
- Maintain transparency and accountability in all organizational activities.

QUALIFICATIONS/REQUIRED

This role requires a dynamic individual who can build upon TPSF's strong foundation and elevate it to the next level through strategic leadership, innovative fundraising, and enhanced community engagement. It is an exciting opportunity for a bold and strategic leader who is eager to take TPSF to the next level and make a lasting impact on public education in Tustin Unified.

- Proven track record of driving organizational growth and impact in a nonprofit or mission-driven environment and experience leading a nonprofit through a significant period of growth or transformation.
- Demonstrated accomplishments in fundraising, donor cultivation, and major gift development, with demonstrated success in securing significant funding. Expertise in grant writing, corporate sponsorships, and donor engagement/stewardship.
- Visionary leadership with the ability to set ambitious goals, develop actionable plans, and inspire stakeholders to achieve them.
- Deep understanding of nonprofit operations, financial management, and program development.
- Exceptional relationship-building skills with the ability to engage and mobilize diverse stakeholders.
- Strong strategic planning and decision-making skills.
- Passion for public education and a deep commitment to supporting students, teachers, and schools.
- This role requires occasional evening and weekend work as needed to support business operations and events.
- Bachelor's degree required.

QUALIFICATIONS/PREFERRED

- Established relationships within the philanthropic and corporate giving communities.
- Familiarity with public education systems and experience working with school districts.
- Proficiency in leveraging technology, digital marketing, and data analytics to drive engagement and fundraising success.

COMPENSATION: Salary range is \$165,000 - \$185,000, plus benefits.

Direct all correspondence, emails, and telephone calls to Sterling Search, Inc.

- linda@sterlingsearchinc.com or 714.388.8602

- sarah@sterlingsearchinc.com or 949.903.2891

OR

Click <https://apptrkr.com/6188596> to apply

Any resumes sent or telephone calls made to TPSF will be redirected to Sterling Search Inc.

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