



# POSITION PROFILE

*Executive Director*



**BELLEVUE  
SCHOOLS  
FOUNDATION**

Search Conducted by: Hagel Executive Search

253.693.2780 [www.hagelsearch.com](http://www.hagelsearch.com)



# THE SEARCH

The Bellevue Schools Foundation has embarked on a search for a new Executive Director to lead the Foundation into the future.

Working as a partner with Bellevue Schools leadership you can be part of one of the highest rated education systems in the country! You will be engaged with top leaders from Bellevue Schools and the community to provide funding for innovative programs and instructional approaches that will keep the District

on the leading edge. Funding from the Bellevue Schools Foundation gives students a richer experience than public funding alone can provide. Bellevue is a growing, diverse, multi-cultural community and the Foundation needs a leader who will ensure fundraising is adaptable for all audiences.

The Executive Director is responsible for and has authority over day-to-day operations of the Foundation. The Executive Director works with an excellent staff who are highly respected in the Bellevue community.

The Executive Director reports to a volunteer Board of Trustees. Board members bring a wide variety of experiences to the Board and represent many of the leading employers and public institutions in the Bellevue area.

The budget for the 2020-2021 fiscal year is \$1,891 million.

*Our vision in Bellevue Schools is to ensure that every student is affirmed and inspired so they can thrive today and tomorrow. Our strategic plan guides us to raise the outcomes for each and every student.*

*The Bellevue Schools Foundation is the avenue by which the entire community can contribute to accelerating this vision.*

**Ivan Duran, Ed.D**  
Superintendent  
Bellevue School District No. 405



## 2020 - 2021 Foundation Education Investments

**Computer Science Education & Equity**—Helps students build skills in computational and critical thinking, collaboration and creativity

**Signs of Suicide Program**—Training for staff members in schools to recognize and help students struggling with mental illness

**Early Learning**—Provides children in need or experiencing homeless, tuition-free slots to attend high quality District preschools, giving them a chance to overcome potential adverse effects and improve long-term education and health outcomes

**National Board Certification**—Supports teachers pursuing the “gold standard” for teaching, which transforms classrooms and improves student learning

**Arts, Enrichment & Innovation (Classroom/Music) Grants**—Enhances students’ education with innovative learning opportunities in and out of the classroom, such as music, field trips, visiting authors and artists and STEM

**Culturally Responsive & Innovative Kindergarten Literacy**—Increases reading proficiency in kindergarten by incorporating culturally responsive curriculum and providing balanced literacy instruction with books that reflect global communities and cultures

**Mentoring Program**—Supports management of a robust corps of volunteer mentors and tutors who offer one-on-one mentoring, study skills coaching, college application assistance, and more.

## MISSION

Bellevue Schools Foundation develops, promotes and funds the best possible learning opportunities for ALL students in the Bellevue School District.

## RACIAL EQUITY IN EDUCATION

We recognize the need to expand support to directly confront the systemic racial inequities present in our society, and to deepen our commitment to Black students, Indigenous students, students of color and their families.

**Community Engagement**—Deepens community and parents understanding of current education topics, from lunchtime presentations on research and best practices to round table discussions on topics like social emotional learning, child well-being and technology

**Racial Equity Training for Teachers** —The Bellevue School District is developing a “train-the-trainer” model with the intention of training 35-40 BSD staff to engage the entire staff in Racial Equity Training.





# Bellevue Schools Foundation's *Strengths, Focus & Opportunities*



## Foundation Strengths

- Helps bridge the gap between state funding for basic education and the dollars the Bellevue School District needs to prepare students for success in school and life
- Strong partnership with Bellevue School District
- Powerful catalyst in funding innovative pilot programs allowing the District to continue to provide a world-class education for all students
- Strong Board of Trustees committed to funding programs to meet the needs of all students
- Talented and dedicated staff team



## Initial Focus for the Executive Director

- Developing and maintaining trusted relationships with the Board of Trustees, Foundation Staff, Bellevue School District Leadership, key stakeholders, parents, businesses and community leaders
- Developing and nurturing relationships with key donors and potential donors
- Ensuring the Board has the financial information it needs
- Assessing the Foundation for process improvement and efficiencies through the use of best practices, mobile giving, software and technology
- Continuing to communicate the significant impact the Foundation has on public education in Bellevue



## Longer-term Opportunities

- Building a strong identity in the community as a partner with the Bellevue School District
- Identifying new and innovative ideas to grow donor contributions to help the Foundation support and enhance education in the District
- Leading the design and implementation of a strategic fundraising plan that will significantly increase major gifts, corporate donations and sponsorships and grants
- Ensuring the Foundation is culturally competent and actively reaching all people

# CANDIDATE PROFILE



## **The ideal candidate will exhibit the following behavioral and professional competencies:**

**Visionary** – Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction and motivation

**Team Builder** – Ensures that the right people are in the right roles at the right times; fostering commitment, trust and collaboration among multi-cultural leaders and stakeholders

**Fundraising** – Provides the leadership necessary in identifying and maximizing financial support from all sources, traditional and non-traditional, that can be mobilized for organizational impact

**Collaborator** – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement

**Business Acumen** – Possesses a high-level of broad business and management skills and is effective at managing the financial resources of the organization

**Relationship Oriented** – Understands that people come before process and is astute in cultivating and managing relationships toward a common goal

**Results Driven** – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact

**Network Oriented** – Values the power of networks; serving to leverage the organization's breadth of community presence, relationship and strategy

**Mission Focused** – Committed to creating organizational change that supports the mission

**Outward Turning** – Understands the dynamics of local, regional and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations

**Governance and Volunteerism** – Values the roles that volunteers play in the organization in its operations, governance and fiduciary responsibilities

**Brand Champion** – Is a champion of the brand and understands the role in growing and protecting the reputation of the organization

## PERSONAL QUALITIES

The ideal candidate will have a passion for public education and the desire to provide every child with an outstanding education. The new Executive Director must be a leader who inspires, motivates, is relational, proactive and personally accountable. The successful candidate will model the values and principles of diversity, equity and inclusion.

The ideal candidate will possess a participatory and inclusive leadership style that fosters diverse points of view, respectful collaboration and accountability. The person must be able to appropriately adjust to different leadership styles, changing circumstances, and new challenges by seeing options and possibilities. The Executive Director must be decisive and able to consider all of the information, data and others' perspectives to draw conclusions. Persuasive communication skills and the ability to tell a compelling story are essential.

The ideal candidate will have proven success empowering, engaging, mentoring, and supporting staff. High energy, confidence, humility and a healthy sense of humor are necessary to be successful in the Executive Director role.

## DESIRED QUALIFICATIONS

- 5+ years of progressively more responsible nonprofit management and leadership experience
- Strong financial acumen
- Significant and proven fundraising expertise with the ability to inspire donors and prospective donors
- Successful experience working with a volunteer board of directors
- Strategic planning experience
- Executive functioning skills
- Experience catalyzing and leading change resulting in positive outcomes
- Proficiency in MSFT Office, Microsoft Teams, Zoom, Donor Perfect or similar management software

## COMPENSATION & BENEFITS

The salary range for the position is \$100,000—\$120,000 per year in addition to negotiated benefits.







## TIMING AND APPLICATION

Applications that are received by **5:00 pm PDT on April 16, 2021** are assured full consideration. It is anticipated that final candidate interviews will be held the week of May 24, 2021.

To apply or view the current status of the position go to:

<https://www.hagelsearch.com/bsf>

All submissions will be acknowledged and will be held in strict confidence. The starting date for the successful candidate will be subject to discussion between the candidate and the Bellevue Schools Foundation.

Finalists for the position will be required to participate in a behavioral assessment. The assessment is web-based, takes about 65 minutes, and helps match the candidate's attributes and competencies with the desired attributes and competencies for the position. All results are held strictly confidential. Formal background checks will be conducted on finalists for the position, with their permission.

### CONTACT INFORMATION

For further information please contact: Frank Hagel 253.693.2780 - [frank@hagel.net](mailto:frank@hagel.net) or Marcia Walker at 253.693.4072 - [marcia@hagel.net](mailto:marcia@hagel.net). DO NOT submit your application to these email addresses.

## EQUAL OPPORTUNITY

The Bellevue Schools Foundation is an equal opportunity employer. It is our policy to make all hiring and other employment decisions without regard to an individual's sex, race, national origin, religion, pregnancy, marital status, sexual orientation, ethnicity, age, or physical or mental disability.

