



## **Walden West Foundation Executive Director**

For 70 years, [Walden West](http://www.waldenwestfoundation.org/) has provided hands-on, outdoor school experiences in the environmental sciences for the children of Santa Clara County. Walden West is owned and operated by the Santa Clara County Office of Education (SCCOE). Located in the Saratoga hills, Walden West uses the outdoors to teach science concepts while introducing students to natural environments. Annually, Walden West serves over 12,000 students during the school year and 2,000 more during the summer. Almost 1,000 high school and college students receive community service hours each year for volunteering in the summer and during the school year at Walden West.

[Walden West Foundation](http://www.waldenwestfoundation.org/) (WWF) was founded in 1996 and in the past has successfully secured funding for capital improvements and program enhancements. The initial WWF capital campaign enhanced SCCOE's investment and resulted in a new dining hall, cabin upgrades, and the Sobrato Sustainability Center. During its peak years, the foundation raised over \$7 million.

**WWF is seeking an Executive Director.** The next several years at Walden West Foundation will provide a creative and rewarding leadership opportunity. The Executive Director will work closely with the volunteer team, the Walden West Director, and the County Superintendent to: 1) strengthen support for the Foundation, 2) create an annual giving campaign, and help Walden West emerge post-pandemic better than ever.

For more information about our history, values, and leadership visit <http://www.waldenwestfoundation.org/>

### **The Ideal Candidate**

Santa Clara County Office of Education & Walden West Foundation are seeking a collaborative community leader and hands-on manager who will, inspire, guide and lead the efforts of the Foundation. The Executive Director will bring a passion for the mission of Walden West and demonstrated experience as a relationship builder, volunteer leader, and strategic thinker to their work. The candidate should have a demonstrated track record of fundraising as well as strong communication skills. This is a part-time position and allows for flexible scheduling.

### **Qualifications**

*The ideal candidate will have senior management experience and many of the following skills and experience acquired in either a paid or volunteer leadership role:*

- Demonstrated passion for and commitment to outdoor science education.
- Ability to work in close partnership with a working board to lead the organization toward a shared vision in response to changing needs and opportunities.
- Successful track record of fundraising from individual and corporate donors.

- Demonstrated capacity to sustain collaborative relationships.
- Exceptional communication skills including writing, public speaking, meeting facilitation, and consensus building.
- Ability to prioritize and execute multiple projects.
- Experience attracting and motivating board volunteers while maintaining a high level of performance.
- Financial and/or business management, including budgeting, oversight, nonprofit compliance and reporting.
- Bachelor's Degree, advanced degree helpful.

*In addition, the candidate will need to:*

- Effectively use information technology, social media, accounting and fund development and database applications.
- Work occasional nights/weekend as needed to support Board and WWF events.
- Provide own car, insurance, and valid driver's license or other means to travel throughout the community and to Walden West.
- Pass a background check.

## **Position Overview**

Santa Clara County Office of Education & the Walden West Foundation is seeking a part time Executive Director to serve as the point of contact for all Foundation programs, with an emphasis on fundraising activities. The Executive Director will collaborate with Foundation board members and community partners to meet the annual budgetary and program goals as well as serve as the Foundation representative, promoting the Foundation's mission within the community.

## **Responsibilities include:**

### **Fundraising (~50%)**

- Work with the board and appropriate committees to create and meet all aspects of the budget
- Create and execute all components of an Annual Giving Campaign
- Solicit individual and corporate prospects to maximize program & event sponsorships
- Create and maintain donor databases
- Generate accurate records of all fundraising activities, donor gifts, and sponsorships
- Lead donor stewardship
- Collaborate with Walden West Director to identify funding priorities
- Create and execute special events with volunteer leaders
- Identify grant prospects and support creation of proposal in partnership with Walden West Director
- Develop a sustainable funding plan to make the Foundation self-sufficient

### **Board Relations (~25%)**

- Work with the board to develop, monitor, and communicate the annual and long-term strategic plan to achieve Foundation's goals
- Identify and recruit board members in coordination with Foundation officers
- Attend board meetings and prepare reports as directed by the President

- Help define the priorities and develop teamwork among board members, volunteer leaders, and Walden West/SCCOE staff
- Identify training opportunities for board members to increase their effectiveness
- Maintain schedule of events/tasks and prepare board meeting agendas

**Public Relations and Promotions (~15%)**

- Work with board to develop and produce communications to educate the community about the mission of Walden West as well as special events and services
- Make presentations in and around the community to increase awareness of WWF
- Maintain open lines of communication with community organizations for partnership opportunities
- Create WWF updates and newsletters
- Provide monthly updates to the board

**Administration (~10%)**

- Maintain or expand systems for development projects as well as fundraising database
- Work with the Treasurer; review and monitor financial reports and monthly financial statements to develop both the annual budget and necessary reports and data for audits and tax return forms
- Develop a three-year financial plan for Foundation to become self-sustaining
- Create board meeting agendas with the Board President and maintain record of board meeting minutes, etc.

**Deadline for Applications:** November 18, 2022, or until filled

**Estimated start date:** December 2022 (interviews will be held in November)

**Compensation:** Hours will be part time 15-20 hours/week with a monthly starting salary of \$5,200.

**Confidential Application Process:** Mail a cover letter summarizing your interest, including a description of your qualifications listed, and experience along with a current resume to:

Walden West Foundation Executive Director Search  
Dr. Jessica Bonduris  
Assistant-Superintendent  
1290 Ridder Park Drive MC 253  
San Jose, CA 95131