

**JOB DESCRIPTION**  
**Greater Los Angeles Education Foundation**

**DIRECTOR, STRATEGIC PARTNERSHIPS**

The Greater Los Angeles Education Foundation (Greater LA) is a 501C3 non-profit supporting organization of the Los Angeles County Office of Education (LACOE). LACOE is an intermediate agency between the 80 school districts in the County of Los Angeles and the California State Department of Education.

**Position Summary:**

The Director, Strategic Partnerships (“director”) cultivates and manages cross-sector partnerships with key stakeholders to help Greater LA advance its goals of improving educational equity and student achievement in LA County. The director is responsible for the planning, development, coordination, and implementation of partner-engagement strategies and processes that support countywide systems of innovation. The director provides direction and oversight to organizational planning and program management activities, supporting grant making and fundraising objectives, strategic convening and organizing operations of the foundation.

**Essential Functions:**

- Strategy, Program Design and Partnerships: With the President, works collaboratively to develop and implement goals, activities and overall strategy for the Foundation in alignment with LACOE’s goals. Identifies, develops and implements foundation strategies to close opportunity, college readiness, and college completion gaps. Works closely with county office, district leadership, and community partners to develop initiatives and partnerships. Develops and manages public private partnerships and collaboration with public agencies and governing bodies.
- Research and Development: Researches and works with research partners to identify emerging and innovative practices and programs, within and outside of the educational arena to advance educational equity and achievement. Uses research processes and products to guide strategies and identify systems change issues and solutions related to educational improvement. Ensures that countywide and district research, including best practices and impact is disseminated and presented to appropriate stakeholders. Oversees data and analysis, and county-wide visualization tool development in coordination with LACOE.
- Policy and Advocacy: Works with key business, philanthropic, community and government stakeholders to facilitate the development of public policy through research, coalition building, convening, grant making and capacity building. Monitors local, state and national policies and initiatives related to education issues to inform strategic priorities and potential advocacy strategies. Oversees the development of policy and advocacy priorities of the Greater LA Education Foundation aligned to LACOE and strategies to elevate the voice of LA County districts, students and parents. Creates partnerships with policymakers, researchers and advocates to bring expertise and fresh perspectives to inform state and local policy decisions through white papers, analysis and co-branded projects.

- Convening: Strategically convenes stakeholders including education partners, community and business leaders to drive innovation through educational forums that establish new local and national partnerships and the development of grant funded projects. Plans and coordinates meetings with stakeholders and uses opportunities to engage donors, grantees, staff, board and community.
- Portfolio Management: Manages the overall grants and operations strategy, goals and activities of the foundation. Reviews, analyzes and makes recommendations on grant opportunities and grant proposals. Monitors grant requirements and investments and maintains ongoing communications with grantees.
- Resource Development: Identifies and pursues opportunities to bring in funding partners. Oversees grants management operations and grant writing outsourcing. Prepares grant proposals and project reports, as appropriate. Develops and maintains relationships with local and national funders and promotes opportunities for funders to partner with foundation initiatives. Drafts internal materials, such as briefing memos and external materials such as reports to funders and partners.
- Communications: Provides oversight to strategic communication efforts of the foundation. Oversees communications plan and opportunities to raise the profile of the foundation, LACOE, and district partners. Prepares and delivers presentations both internally and externally.
- Internal Collaboration: Proactively seeks and coordinates with LACOE staff to identify priorities, projects and coordinated grant seeking opportunities. Understands the operational functions of LACOE departments and strategic priorities to enhance aligned foundation objectives.
- Donor Relations: Collaborates with Development staff to strategize on messaging, fund development and impact analysis for initiatives and project funds. Cultivates relationships with new and prospective donors. Prepares information for donors and/or meets with donors to refine their giving preferences in alignment with foundation priorities. Works closely with Development to plan donor events and activities.
- Leadership and Supervision: Participates as a member of the President's Strategic Leadership team in the overall planning of the foundation's functions and services. Advises the President regarding use of resources, priorities, program opportunities and methods to enhance delivery of service and initiatives. Supervises and evaluates the performance of assigned staff, interviews and selects employees and recommends termination, and disciplinary actions, plans, coordinates and arranges for appropriate training and development of staff. At all times, demonstrates cooperative behavior with supervisors and coworkers. Serves on national and local non-profit or association boards. Other duties as assigned, dependent on organizational needs and employee skills.
- Board Relations: Works with the President on board development activities, including recruitment, material preparation, and attends board and committee meetings as appropriate or upon the request of the President.
- Budget Management: As appropriate, assists other departments to ensure the effective and efficient operations of the Greater LA Education Foundation.
- General: Works as a cooperative member of management staff, coordinating with other leads on interdepartmental projects and initiatives, and responsible for other duties dependent upon

the needs of the organization. Works with the President on internal team building and foundation culture-setting.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Experience:** Eight years or more of progressively responsible leadership experience including education, public administration, philanthropy, grants management, management and policy development or equivalent form of specialized expertise, including at least (2) years or supervisory experience. This can include a period spent pursuing additional education. Experience in philanthropy or other educational agency preferred. Experience managing consultants and project work teams to achieve results essential.
- **Education:** Bachelor's degree required; Advanced degree preferred.
- **Communication Skills:** Strong interpersonal, written, and verbal communication skills are required. Ability to prepare and give presentations, and to comfortably interact with diverse audiences including donors, district leaders, board members, civic leaders and nonprofit and community groups.
- **Leadership Skills:** Ability to make well-reasoned decisions in the best interests of the organization for the present and future and the ability to work collaboratively with individuals from diverse backgrounds. Ability to guide the development and growth of direct reports. Experience with organizational development and learning organizations.
- **Technical Knowledge:** Demonstrated analytical capabilities and substantive knowledge of best practices in fields of interest to the foundation, including teaching & learning, school governance & accountability, student development, non-profit finance, public policy and legislative process, public and private funding streams related to the foundation's domains of work, and a working understanding of outcome measures and evaluation methodologies aimed at assessing program effectiveness.
- **Fundraising Skills:** Working knowledge of raising funds from individual donors, foundations and/or the public sector.
- **Technology Skills:** Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. Working knowledge of CRM systems, and/or willingness and ability to learn appropriate database, spreadsheet and other computer programs.
- **Project Management Skills:** Excellent organizational skills and attention to detail. Ability to lead and manage projects, prioritize work effectively and adjust to multiple demands, with consistent attention to timelines. Experience managing private grants, government grants and/or public-private partnerships preferred.
- **Judgment and Discretion:** Ability to interact in a professional manner with senior level executives, boards of directors and board committees. Ability to use discretion and function independently. Must be able to recognize and appropriately convey the sensitive

nature of any situation and possess the ability to keep all matters appropriately confidential.

- Team Work & General Skills: Ability to work well independently and as team member. Ability to take initiative, and follow tasks through to completion.

**Working Conditions:**

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside foundation business hours.
- Work may require occasional weekends and/or extended work day.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to John Garcia, Ed.L.D., at [Garcia\\_John@LACOE.EDU](mailto:Garcia_John@LACOE.EDU). Please contact John Garcia with any questions about the process.

The Greater LA Education Foundation does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. The Greater LA Education Foundation complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability

Effective Date: September 2019