



Opportunity, Excellence and Tradition

Executive Director

THE OPPORTUNITY

New Trier Educational Foundation (NTEF), a growing and dynamic organization is now seeking an energetic, professional fundraiser and visionary with strong leadership skills to grow its fundraising efforts and expand its support of educational programming opportunities.

Supporting one of the premier public schools in Illinois and the country, this position is designed for someone who can thrive in an entrepreneurial environment and welcomes the opportunity to build deep relationships with alumni, parents, students, Foundation Board and the larger school community.



With a primary focus on enhancing the educational experience for all students, the Foundation has secured philanthropic support – primarily through distinctive events – helping to fund innovative programs benefitting thousands of students at New Trier Township High School District 203. Some of the Foundation’s notable projects include New Trier’s Green Roof Project, The EPI Center and Innovative Classrooms.

Since its inception in 2001, the Foundation has raised close to \$2.5 million and has increased its fundraising results every year. In fiscal year 2016-17, the Foundation’s fundraising efforts totaled over \$400,000.

The need for philanthropy to support the District’s critical projects and initiatives is growing. In 2016, NTEF engaged the consulting services of Ter Molen Watkins & Brandt to conduct an internal assessment including a review of donor prospects, wealth screening and analysis of its past performance. TW&B made recommendations to increase gift revenue in the future through a more robust major giving program with less dependence on events. Implementation of these recommendations is now ongoing.

NTEF has a talented, dedicated and committed Board of Directors that is primed to partner with a new Executive Director, providing leadership to fully implement a comprehensive fundraising program.

OVERVIEW OF THE FOUNDATION

NEW TRIER EDUCATIONAL FOUNDATION (www.newtrierfoundation.org)

The New Trier Educational Foundation (NTEF) was founded in 2001, New Trier High School's centennial year with a mission to provide support for New Trier High School District 203 programs and projects that are not funded, or are funded only in part, by the District's budget. The intent of NTEF's founders was to extend the District's primary principle "to commit minds to inquiry, hearts to compassion, and lives to the service of humankind."

NTEF is governed by a volunteer Board of Directors consisting of alumni, parents, community members, the Superintendent, a Board of Education representative, as well as faculty and staff (current and former). Its first grants were awarded in 2004. Since then, it has awarded over \$1 million dollars supporting over 160 grants and special projects. The majority of NTEF's support has come through special events such as an annual golf outing and semi-annual Alumni Achievement Awards Dinner.

NTEF MISSION STATEMENT:

The mission of the New Trier Educational Foundation is to provide private funding for exceptional educational opportunities and special projects that are not funded – or are funded only in part – by the District 203 Budget. In 2001, the New Trier Centennial Celebration sparked the inspiration for founding the Educational Foundation. As an independent, 501(c)3 nonprofit organization led by a volunteer board, the Foundation seeks to identify sources of private revenue. The Foundation is committed to a partnership with District 203 administrators, teachers and parents on behalf of educational excellence for all New Trier students.

OVERVIEW OF THE HIGH SCHOOL DISTRICT

NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203 (www.newtrier.k12.il.us)

New Trier Township High School District 203 is a comprehensive and renowned public four-year high school in Winnetka and Northfield, Illinois, located near the Lake Michigan shore, approximately 16 miles north of Chicago. New Trier serves Chicago's North Shore communities of Glencoe, Kenilworth, Northfield, Wilmette, Winnetka, and portions of Glenview and Northbrook, communities that reflect a tradition of support for excellence in academic and cultural achievement. Sophomores, juniors and seniors attend the Winnetka Campus, while freshmen attend the Northfield Campus.



Governed by its own Board of Education, District 203 serves six public "sender" school districts (kindergarten through eighth grade), each with its own governing board. In addition, New Trier attracts graduates from several private and parochial schools on the North Shore.

CANDIDATE PROFILE

This is a tremendous opportunity for an experienced fundraiser with a passion for education. The ideal Executive Director must be a skilled planner, charismatic, motivational, effective at building relationships and have experience in working effectively with many different constituent groups.

DUTIES AND RESPONSIBILITIES

- Assist the Foundation/District in identifying short and long-range funding needs and priorities.
- Develop and implement an aggressive fundraising strategy to support expansion of grants, programs and projects – with an increased emphasis on securing major gifts.
- Provide leadership and support for Foundation staff, Foundation Board of Directors, volunteers and School Administrators in cultivating and soliciting philanthropic revenue from the private sector.
- Manage and direct donor communications supporting the fundraising program including the engagement and stewardship of donors, through presentations, personal contact, fundraising collateral, social media as well as acknowledgement and recognition.
- Manage and prepare budgets ensuring compliance with District and Foundation guidelines.
- Research and write compelling fundraising proposals and requests targeted to individuals, foundations, corporations and other entities in support of restricted and unrestricted foundation programs.
- Analyze and develop effective reports and mechanisms while directing record keeping systems to track, monitor, and evaluate all phases of the fundraising strategy.
- Supervise data input and data integrity of the Foundation’s development database tracking activities and maintain accurate and timely information on donors and prospects including donor and prospect contact information, proposals, pledges and gifts.
- Perform other related management duties and responsibilities as required or assigned.



Engagement with School Administration, Students and Key Volunteers

- Provide and develop leadership supporting the Board of Directors and committees toward the development of financial resources building a broad base of financial support for the organization’s long-term fundraising goals.
- Maintain appropriate levels of confidentiality concerning all stake holders.
- Foster collaborative partnerships with school administration, faculty and parents while being responsive to programmatic needs and maximizing funding opportunities to support their work.
- Serve as an ambassador for the Foundation and District, representing the goals of New Trier to constituent prospect groups and the broader community.
- In collaboration with Foundation Directors and other key leadership in the District, coordinate and assist volunteer recruitment in support of Foundation goals.

QUALIFICATIONS

1. Ability to lead and manage a fundraising focus shift from event-driven fundraising to relationship/major gift-driven fundraising.
2. Bachelor’s degree; professional certification preferred.
3. Seven or more years of professional experience in fundraising - preferably with an education- related institution. Experience in a small development operation is a plus.
4. A development career with increasingly broader levels of responsibility.
5. Successful major gift track record and ability to build sustainable donor relationships.
6. Skilled in financial analysis and the budgeting process.
7. Experience in working with donor software and related CRM tools.
8. Strong decision making skills and creative thinking abilities.
9. Working knowledge of quantitative/data-driven analysis with an emphasis on metrics, accountability, and stewardship.
10. Experience working with a Board and volunteers along with the ability to lead Foundation Board development and the identification of qualified members.



New Trier Educational Foundation Executive Director

Characteristics of the Successful Candidate:

- Commitment to a collaborative, team approach combined with an ability to self-direct and effectively manage people.
- Pro-active, results-oriented, problem-solver.
- Excellent interpersonal, communication and political acumen skills. Ability to manage all situations with tact, persuasiveness, and diplomacy.
- Ability to work well with donors, volunteers and colleagues at all levels of engagement.
- A personality and outlook that is inclusive, positive optimistic and focused.



SALARY

New Trier Educational Foundation offers a competitive salary and benefits package. Salary range will be commensurate with experience and qualifications.

PROCEDURE FOR CANDIDACY

Recruitment will continue until the position is filled. Cover letters and resumes should be submitted via email to hpepper@twbfundraising.com.

Material that cannot be emailed may be sent to:

Executive Director
New Trier Educational Foundation
C/O Ter Molen Watkins & Brandt
Attention: Dean Rein/Heidi Waltner-Pepper
2 North Riverside Plaza, Suite 1030
Chicago, IL 60606

Confidential inquiries and questions concerning this search may be directed to Dean Rein or Heidi Waltner-Pepper via email at drein@twbfundraising.com or hpepper@twbfundraising.com