



## **MPSF CEO / EXECUTIVE DIRECTOR – Revised 5.12.25**

The Executive Director of the Milwaukee Public Schools Foundation (MPSF) is a leadership position focused on driving the organization's mission to support the Milwaukee Public Schools District (MPS). This role involves overseeing fundraising, managing staff and volunteers, and fostering relationships with donors and partners, implementing strategic plans, and expanding programs and partnerships.

Salary Range: \$105,597 – 152,500

### **RESPONSIBILITIES**

#### **Leadership & Management:**

- Lead and oversee all day-to-day administrative functions and operational standards associated with the MPS Foundation for efficient and effective operation
- Lead all philanthropic, branding, marketing, and partnership efforts.
- Collaborate with the Board of Directors to develop and execute strategic plans, policies, procedures, budgets, and programs that align with the Foundation's goals.
- Develops, maintains, and supports a strong Board of Directors. Serves as ex-officio of each committee; seeks and builds board involvement with strategic direction for both ongoing local and national initiatives.
- Serve as primary contact with the MPS Foundation Board and Superintendent of Milwaukee Public Schools.
- Actively engages and energizes volunteers, event committees, alumni, partnering organizations, and funders.
- Ensures effective systems to track progress and regularly evaluates program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Develops deep knowledge of the diverse Milwaukee Public School children and the organization's core programs, operations, and business plans.
- Hires, leads, coaches, develops, and retains MPSF's high-performance professional staff.

#### **Fundraising and Development**

- Cultivate and promote a culture of philanthropy.
- Develop the vision and implement fundraising strategies to support the Foundation's mission, including identifying resource requirements for annual and major gifts, cultivating donor relationships, overseeing corporate and foundation philanthropy, and grant writing.



- Expands local revenue-generating and fundraising activities to support existing program operations and expansion.
- Oversee the creation of solicitations and year-round engagement strategies to retain current and attract new donors.
- Begins to build partnerships in new markets, establishing relationships with the funders as well as political and community leaders at each expansion site.
- Cultivate and nurture relationships with donors, partners, and key stakeholders, including the MPS, community organizations, and educational institutions.

#### **Marketing, Communications, & Branding:**

- Create and deepen a stronger regional and national brand, web presence, communications, and external relations.
- Serve as the official spokesperson of the MPS Foundation.
- Develop and manage communication materials, including brochures and other communication tools, to inform prospects and inspire current donors and members.

#### **Business Partnerships and Engagement:**

- Uses external presence and relationships to garner new philanthropic opportunities.
- Build partnerships in new markets, establishing relationships with the funders as well as political and community leaders at each expansion site.
- Serves as an external, local, and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication.
- Cultivates relationships with funders and with community organizations to develop additional revenue streams.

### **QUALIFICATIONS**

The Executive Director will be thoroughly committed to MPSF's mission. All candidates should have proven leadership, coaching, and relationship management experience.

#### **Specific Requirements Include:**

- Advanced degree, or equivalent, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance/outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.



- Demonstrated capabilities and experience in cultivating donors (individuals, corporations, and foundations) for delivering high-level six- and seven-figure donations.
- Past success working with a Board of Directors, with the ability to cultivate existing board member relationships for organizational needs.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Unwavering commitment to quality programs with data-driven program evaluation and analysis.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Extensive experience with fundraising, communications, and systems, with the ability to recommend timelines and resources needed to achieve the strategic goals.
- Performs other duties as assigned.