

Organization: North Clackamas Education Foundation
Job Title: Executive Director
Posting Date: July 27, 2026
Closing: Open until filled. Preference given to applications received by August 28, 2026.
Location: Hybrid. Office location at Wichita Family Center, Milwaukie, Oregon.
Position: Full-time, exempt.
Compensation: Annual starting salary up to \$85,000, dependent upon qualifications and experience. Benefits include IRA plan with 3% employer match after 90 days, 15 PTO days accrued per year, all Federal holidays with three additional floating holidays, and negotiable medical and dental package.

About NCEF

The North Clackamas Education Foundation (NCEF) is a tax-exempt, 501(c)3 organization, which was founded in 1992 to provide educational opportunities to students in the North Clackamas School District. The Foundation grew out of the belief that equity and fairness have a great impact on the education of our students, and that teachers deserve the community's support! NCEF serves the North Clackamas School District through teacher enrichment grants, student scholarships, gifts to after-school and pre-K programs, services for food-insecure students, and more.

About You

You are an energized leader who values integrity, communication, team building, equity, and excellence. You believe that communities are better when neighbors lift each other up to strive for the greatest in each other. You recognize the importance of being flexible and responsive during ever-changing times. You strive to find new, innovative ways of achieving success, while fostering a working environment that is grounded in transparency, collaboration, service, kindness, humility, accountability and respect. You desire opportunities to build connections and partnerships with local businesses; key stakeholders; students, parents, and families; district personnel and alumni; and other community-based organizations.

NCEF Executive Director Job Description

The North Clackamas Education Foundation (NCEF) Executive Director works with and under the guidance of the Board of Directors to fulfill NCEF's mission of supporting students in the North Clackamas School District (NCSD). The Executive Director is responsible for the overall operation and management of NCEF to include, but not limited to, organizational management and oversight, fundraising leadership, grant writing, staff supervision, budget oversight, strategic planning, board support and partnership and community engagement. The Executive Director is a dedicated, inspiring, and committed leader who connects our community to our donors through our programs.

• Organizational Development and Strategic Leadership (25%)

- Alongside the NCEF board, identify strategic priorities through a comprehensive strategic planning process every 3-5 years that aligns NCEF's vision and mission; lead effective implementation for public relations and stakeholder development, fundraising, communication, and program management.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, and communications.
- Provide regular communication to the board, funders, and other constituents about programmatic progress, organizational needs, and meaningful successes.

- Maintain NCEF's System of Record (SOR) and ensure that it is authoritative, auditable and that key validation rules and security controls are used.
- Oversee donor and organizational data systems to support donor development, fundraising, reporting compliance and sound decision-making.
- Ensure NCEF's long-term financial stability and accountability through a deep knowledge of NCEF's financials and the development and management of the organization's budget, with regular interface with the Treasurer and regular reporting to the Board.
- Champion and ensure equitable and inclusive practices are used throughout the organization.
- **Fundraising and Development (30%)**
 - Act as the lead fundraiser for NCEF, while directing and supporting actions by the staff and Board, which includes grant prospecting and writing, individual and corporate donation/sponsorship outreach, funder and donor relations, and entrepreneurial services.
 - Lead annual fundraising strategy to grow and diversify contributed revenue to support program operations, with a particular emphasis on grant writing, major gift cultivation, and stewardship for unrestricted funds.
 - Build and sustain donor engagement and stewardship, including events, alongside the Board and staff.
 - Manage systems to ensure effective tracking and oversight of donor stewardship.
 - Deepen and refine all aspects of donor-facing communications, from email appeals to donor meetings, with the goal of creating a stronger brand and new funding opportunities.
- **Public Communications, Community and Media Relations (20%)**
 - Identify and build meaningful relationships with businesses, local government, individuals and nonprofits to build rapport throughout the North Clackamas community.
 - Guide and support public communications efforts, including social media, newsletters and other communication vehicles, while ensuring accuracy and excellence.
 - Serve as the main point of contact for the organization with media and community stakeholders.
- **Executive Management and Human Resources (10%)**
 - Lead a fast-paced work environment that promotes excellence, integrity, teamwork, empathy, community and service. This includes staff collaboration and initiative, ED decision making, flexibility and comfort with ambiguity, and continuous quality improvement.
 - Monitor and balance staff work assignments to help with workload prioritization, efficiency, effective execution and learning.
 - Give expectations, directions and delegation on tasks, coaching and feedback to staff and contractors.
 - Serve as the primary liaison between the board and staff, with regular communication through NCEF's System of Engagement [Basecamp], while fostering positive and productive collaboration with all board members, staff, and committees.
 - Partner closely with the Board Chair to set agendas, support governance, advance strategic priorities and for planning meetings, strategic direction, and other duties as assigned.
 - Oversee the hiring, training, retention, management, evaluation, termination, and mentorship of all staff, including biweekly staff meetings, compensation determination, performance reviews, and professional development.
- **Financial Management, Resource Development, Compliance and Operations (10%)**
 - Ensure NCEF complies with all legal and regulatory requirements.

- Maintain and administer NCEF's policies and procedures, with a deep and expert knowledge of said policies and procedures.
- Ensure the financial sustainability of the organization.
- Develop the annual organizational budget. Track budget, cash flow and overall financial performance.
- Monitor financial reports, expenditures and revenues coding and billing, annual CPA financial review and annual 990 and CT-12 tax return preparation.
- Enforce financial controls and compliance.
- Serve as NCEF banking administrator.
- **NCS D Stakeholder Engagement (5%)**
 - Maintain a strong relationship with NCS D, through quarterly meetings with NCS D Executive Team, accountability management of the strategic partnership, and additional, periodic updates and communications.
 - Ensure that NCS D cash award parameters, funding priorities, and contract deliverables are met.

Preferred Qualifications

- Bachelor's degree with 5+ years of senior management experience in nonprofit management or business.
- Proven revenue generation success.
- Work / life experience with the K-12 education system.
- Demonstrated abilities in nonprofit grant writing.
- Experience with grant and scholarship review and administration.
- Clear, effective written and verbal English communication.
- Experience in financial and donor stewardship, including organizational, departmental, or large event budgeting.
- Strong supervisory skills and work experience with direct reports and / or contractors.
- Excellent project or program management skills, including ability to track multiple activities with detailed, thorough and accurate implementation.
- Proficiency with using or learning computer software, including Microsoft Office Suite and / or Google Suite.
- Demonstrated actions toward fostering an inclusive working and learning environment.

Work Requirements

- Valid Oregon driver's license and proof of car insurance.
- Early morning, evening and weekend hours, as well as periodic travel, as needed.
- Extended period of sitting, frequent computer usage and communication in English.
- Reasonable accommodations can be made to enable individuals with disability to perform the essential functions.
- Must pass a background check.

NCEF is an equal opportunity employer. We welcome applications from a wide range of candidates. Those who are from historically underrepresented or minoritized groups are strongly encouraged to apply.

Application Procedure

Please submit a resume, cover letter and writing sample to ncefboardofdirectors@gmail.com.

- Cover letter should include the following:
 - How you learned about this job posting,
 - Why you are qualified for the role, and
 - A description of a significant teacher or school administrator who played an important role in your life before age 19.
- All shared writing samples must be completed by the application, without other human or AI collaboration.
- Writing samples may come from a grant application or report, marketing communication or presentation.

All applications are reviewed as received. Priority will be given to complete application packets received by August 28, 2026. Phone, video and in-person interviews will be held in September, with references requested from the top candidate(s).

Questions are welcome. Please reach out to ncefboardofdirectors@gmail.com.