



Senior Director, Operations & Marketing

About the Foundation

The LAUSD Education Foundation partners with Los Angeles Unified School District to expand opportunities for students across one of the largest school districts in the nation. We connect donors, community partners, and schools to fund programs that make a real difference – from arts education to college readiness. Learn more at lausedfoundation.org.

About the Role

The LAUSD Education Foundation is seeking a strategic, mission-driven leader to serve as **Senior Director, Operations & Marketing**. A key member of the Foundation's Leadership Team, this role works in close partnership with the Executive Director to advance organizational health, drive fundraising growth, and ensure the Foundation operates at the highest level of efficiency and impact.

This is a dynamic, cross-functional role ideal for an experienced professional who thrives at the intersection of operations, development, and communications – and who brings both the vision to build systems and the discipline to execute them.

What You'll Do

Leadership & Strategy

- Serve as a core member of the Foundation's Leadership Team, contributing to strategic planning, organizational culture and day-to-day decision making.
- Partner with the Executive Director to implement the Foundation's Strategic Plan, including organizational and team level goals.
- Lead hiring, onboarding, and management of staff and consultants to build a high-performing, mission-aligned team
- Support Board preparation and governance communication

Fundraising/Development

- Partner with the Executive Director to identify, cultivate, and secure \$500K+ in annual funding through individual donors, corporate partnerships, and grants
- Build and manage annual fundraising pipelines, goals and solicitation strategies
- Support the development and build-out of an Endowment strategy, including donor cultivation and planning
- Manage fundraising interns and consultants ensuring clear direction and accountability.

Financial Health & Compliance

- Support overall financial health in partnership with Accounting, including oversight of the annual audit, budgets, and financial reporting
- Ensure compliance with regulations governing charitable giving, donor privacy, and gift counting standards

Operations & Infrastructure

- Build and streamline internal processes across the operations, grantmaking, and programs teams to drive efficiency and accountability
- Oversee HR functions including benefits administration, pensions, healthcare.
- Manage office operations and organizational workspace.
- Maintain and improve systems for data management, reporting, and cross-team coordination

Marketing & Communications

- Lead the Foundation's marketing and communications strategy, including website, newsletters, social media, and donor-facing materials
- Ensure consistent, high-quality storytelling across all external touchpoints
- Establish metrics to track the effectiveness of marketing and communications efforts and report on return on investment

What We're Looking For

- 8+ years of progressive experience in nonprofit leadership, with demonstrated success across operations, development, or organizational management
- A track record of fundraising results - individual giving, corporate partnerships, and grants.
- Financial fluency, including experience supporting audits, budgets, and compliance.
- Strong people leadership skills – you've managed staff and consultants and know how to build accountable, motivated teams.
- Clear, compelling communicator in writing and in person, with experience in donor communications and public facing materials
- Proficiency in Google Workspace, CRM platforms, and project management tools
- Collaborative, discreet, and genuinely energized by mission-driven work in a public education context

Compensation & Details

- \$165,000-\$185,000 annually
- Employment Type: Full-Time, Exempt
- Location: Los Angeles in person (with 1-2 days remote per week)

We know strong candidates don't always check every box. If you're excited about this role and believe you have what it takes to lead and grow with us, we encourage you to apply.

To Apply: Please email your resume and cover letter to info@lausdedfoundation.org by Friday, May 29th.

LAUSD Education Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law