



**MADISON
PUBLIC SCHOOLS
FOUNDATION**

Job Description - President Madison Public Schools Foundation

About Madison Public Schools Foundation

The Madison Public Schools Foundation (MPSF) is a nonprofit organization dedicated to strengthening the Madison Metropolitan School District (MMSD) by mobilizing community support, advancing advocacy, and generating philanthropic resources. We work in close partnership with MMSD, educators, families, donors, alumni, and community leaders to ensure students and schools have what they need to thrive.

MPSF is a mission-driven, community-centered organization that values collaboration, adaptability, and impact. Our work operates at the intersection of education, philanthropy, advocacy, and public trust—and requires leaders who are comfortable navigating complexity, change, and public accountability.

Role Summary

The President serves as MPSF's chief executive and primary public representative. This role exists to ensure the Foundation delivers meaningful impact for MMSD by setting strategic direction, leading fundraising and advocacy efforts, and translating ideas into actionable plans that produce results.

The President is accountable for organizational performance across strategy, fundraising, operations, and people leadership. Success in this role is measured by the Foundation's ability to secure philanthropic resources, execute priorities aligned with its Action Plan and Impact Budget, and maintain strong relationships with the Board, staff, donors, partners, and the broader community.

This role requires a hands-on, adaptive leader who can move work forward amid ambiguity and change.

Work model

Primarily in-person based in Madison, requiring regular, consistent on-site presence and includes frequent attendance at community meetings and events held during evenings and weekends.

Key Responsibilities

- Lead the Foundation's overall strategy and execution in partnership with the Board of Directors.
- Serve as the Foundation's primary spokesperson and public ambassador, advocating for MMSD and the Foundation's mission.
- **Own and be accountable for the Foundation's fundraising strategy and results**, including direct involvement in cultivating, soliciting, and stewarding major and leadership gift relationships.
- Develop and lead the annual Action Plan and Impact Budget, aligning outcomes, tactics, timelines, and financial resources.
- Lead and manage Foundation staff and volunteers, fostering a high-performance, mission-driven culture.
- Oversee advocacy efforts at the local, state, and federal levels, including referenda and public campaigns, ensuring legal and regulatory compliance.
- Strengthen and steward community partnerships that advance programmatic and fundraising goals.
- Ensure operational effectiveness, financial stewardship, and organizational resilience during periods of opportunity and uncertainty.

Required Qualifications

- Senior leadership experience in a nonprofit, foundation, public-sector, or mission-driven organization.
- Demonstrated success in fundraising, including major or leadership gift development.
- Experience serving as a public-facing leader, spokesperson, or organizational representative.
- Proven ability to translate strategy into execution through planning, systems, and people leadership.
- Experience managing and developing staff and working effectively with volunteer leaders or boards.
- Strong planning, budgeting, and performance-tracking skills.
- Comfort operating in ambiguous, fast-changing environments and making decisions with incomplete information.

Preferred Qualifications

- Experience with education foundations, public education systems, or advocacy organizations.
- Familiarity with alumni engagement strategies.
- Knowledge of the Madison Metropolitan School District or the greater Madison community.
- Experience with coalition-building or cross-sector partnerships.

Reporting Structure & Key Relationships

- This position reports to the **Board of Directors**.

- Key collaborators include Foundation staff, Board and committee members, MMSD leadership, donors, advocacy partners, and community organizations.
- Serves as Executive Director of **Schools Make Madison Advocates (501(c)(4))**.

Compensation & Benefits

- **Salary range:** \$110,000–\$130,000, commensurate with experience.
- Comprehensive benefits package, including health benefits and paid time off.
- Professional development opportunities supported.

Equal Opportunity Employer

Madison Public Schools Foundation is an equal opportunity employer and is committed to creating an inclusive environment for all employees. We encourage candidates of all backgrounds to apply.