Leadership Profile
Executive Director

About Us

The Chapel Hill-Carrboro Public School Foundation (PSF) is a local non-profit founded in 1984 to provide additional funding to the Chapel Hill-Carrboro City Schools (CHCCS) for innovative programs that advance student achievement and teacher development. PSF believes that all students deserve the best possible education, that excellent teachers ignite learning, and that high-quality public education is fundamental to a vibrant community.

As a foundation independent from the CHCCS district, PSF supports these beliefs by partnering with the community to raise funds that provide equitable opportunities for students through academic support, enrichment opportunities, and scholarships; that empower teachers to create innovative programs enriching the educational experiences of all students; and that support teachers with classroom supplies and professional development opportunities.

About the Role

The Executive Director (ED) serves as the chief executive officer of the Chapel Hill-Carrboro Public School Foundation (PSF) and provides visionary, strategic, and operational leadership to advance the Foundation's mission of supporting innovation, equity, and excellence in the Chapel Hill-Carrboro City School District. Reporting to the Board of Directors, the ED leads fundraising, financial stewardship, organizational operations, communications, and community engagement, while supervising Foundation staff and supporting an active volunteer board.

The Executive Director will join a proud tradition of active, engaged leaders who have brought enthusiasm, commitment, and a hands-on approach to supporting our public schools. This is a role for someone who enjoys full and varied days – building relationships across the community, leading and supporting a talented staff, partnering closely with an engaged Board of Directors, raising funds and cultivating donors, and finding new ways to strengthen the Foundation’s impact.

The ED works at the intersection of education, philanthropy, and community leadership. Success requires balancing the interests of many stakeholders — the Board of Directors, donors, school district leadership, educators, community partners, volunteers, students, and families — while remaining steadfast to the Foundation's mission, its bylaws, and its responsibility for equitable, ethical, and financially sound stewardship of charitable resources. The role requires sound judgment, diplomacy, integrity, and the confidence to make difficult decisions when necessary.

Our next Executive Director will inherit strong programs, partnerships, and organizational structures that have been built with care over many years. We are looking for a leader who

is ready to jump in – first listening, learning, and supporting what works well, while also bringing curiosity, initiative, and a thoughtful eye toward improvement and future growth.

The ideal candidate is a relationship-driven leader with a proven track record in fundraising and strategic planning, and a thoughtful, collaborative communicator who recognizes that no one person possesses every skill needed for this role. They build strong teams, seek expertise when needed, and leverage the talents of staff, board members, volunteers, and community partners. They are deeply committed to public education, excellence, and equity, and must be able to manage multiple priorities, maintain trust with staff and the community, and focus on strategic outcomes that continue to build upon the successes of PSF.

Above all, this person should be excited to champion the educators and public schools in Chapel Hill-Carrboro and to work alongside an exceptional staff, Board, and community committed to success.

Key Responsibilities

Strategic Vision and Organizational Leadership

- Provides strategic leadership to advance PSF’s mission and long-term goals as the Foundation's chief executive officer.
- Promotes innovation and equity, ensuring that every student has access to enriching educational opportunities.
- Serves as spokesperson for PSF and oversees communications.

Fund Development and Stewardship

- Develops and leads individual, corporate, foundation, and event fundraising while proactively identifying creative new revenue growth opportunities.
- Builds a strong donor pipeline by cultivating relationships and stewarding major donors.
- Ensures strong financial management and oversight in partnership with the Finance Committee, including budgeting, compliance, and transparent reporting.

Board and Staff Development

- Manages and motivates a team of six part-time staff spanning development and communications, accounting, program services, marketing and social media, college access, and operations. Builds staff capacity through professional development, succession planning, and talent retention in consultation with the board's Personnel Committee.
- Optimizes organizational systems and administrative operations in collaboration with staff.
- Partners with the Board of Directors to strengthen governance and build a more active, strategic, and engaged board.
- Supports board recruitment, onboarding, and development, including identifying opportunities for board members to leverage their networks and resources.

- Works closely with board committees, providing hands-on support to advance their goals and initiatives.

Program and Community Partnerships

- Builds and maintains relationships with CHCCS leadership, educators, and key district stakeholders; businesses, foundations, and community organizations.
- Leads program development, implementation, and evaluation to ensure PSF's support is aligned with the needs and priorities of district students, families, educators, and staff.

Qualifications

- Bachelor's degree required; advanced degree in education, nonprofit management, or a related field preferred.
- Minimum of three years' experience in nonprofit leadership.
- Demonstrated success in cultivating and soliciting major gifts, managing annual giving programs, and leading relationship-based fundraising efforts.
- Experience with financial management, program administration and staff/volunteer management.
- Passion for public education.
- Strong interpersonal, organizational, and communication skills.
- Resilient and adaptive leader who is comfortable leading through periods of change and growth.

Compensation and Benefits

This is a full-time, exempt position. The salary range is $95,000-$115,000, commensurate with experience, with benefits including a healthcare stipend.

How to Apply

Applicants should send a cover letter, resume, and a one page writing sample (examples include board correspondence, donor letter or grant proposal) by email to Laura Horrigan, PSF ED Search Committee Chair, at PSFsearchcommittee@gmail.com by October 18.

All inquiries and discussions will be handled with the utmost confidentiality. This position is available January 4, 2027 and applications will be reviewed on a rolling basis.