



Job Title:	Director of Education Foundation and Grant Development	Wage/Hour Status:	Exempt
Reports to:	Associate Superintendent Communications/Marketing	Pay Grade:	Admin Pay 6
Dept. /School:	Administration	Date Revised:	02/26/2018

Primary Purpose:

This position is responsible for the planning, direction, development, administration, supervision, and implementation of a comprehensive program that will complement and provide financial assistance to the Mansfield ISD Education Foundation and to Mansfield ISD. Fundraising while building and maintaining relationships with internal and external constituents is a primary focus. This position will be responsible for working with and providing progress reports and financial data to the MISD Education Foundation Board, as well as development and coordination of a comprehensive Partners in Education Program for Mansfield ISD.

Qualifications:

Education/Certification

Bachelor's Degree required. (Marketing, Public Relations or Business concentration beneficial).

Special Knowledge/Skills

- Proven history of meeting or exceeding fundraising goals.
- Demonstrated ability in grant writing.
- Demonstrated ability to work with business, community and public entities.
- Demonstrated strong organizational skills.
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- Knowledge of volunteer management techniques.
- Knowledge of all applicable federal, state, and local laws, guidelines and procedures.
- Demonstrated ability to lead an all-volunteer Board
- Knowledge of budget management.

Experience

- Experience in a public school district preferred.
- Non-profit management, fundraising, public relations, communications and marketing, and experience working for a Board of Directors.
- Comprehensive fundraising experience in a management position.

Major Responsibilities and Duties:

Fund Development

1. Develops, implements, and provides overall direction of all fundraising activities for the Foundation. Assists with the development and direction of fundraising activities at campuses as needed.
2. Involves Board and appropriate District personnel in development activities, effectively utilizes District and Community resources, and provides fund development training as appropriate.
3. Researches corporate, individual, and foundation donor prospects and resources while cultivating relationships.
4. Conducts special events to engage community and community partners to foster increased giving.
5. Works with the Board of Directors and key District Leaders to develop and implement a strategic plan with a strong fundraising initiative, to support cross-organization collaborations, and to manage the organization, fund development, and public relations/communications.
6. Identifies and informs the District and Board of new funding sources and coordinates with school district staff as appropriate.

Community Relations & Awareness

7. Serves as the primary face of the District development and Foundation to the community. Interprets the function of the District development and Foundation to the community through direct involvement and public relations programs, including personal contact, literature, and the media.
8. Assures development and implementation of marketing programs to support community awareness, program participation, and fundraising.
9. Maintains open lines of communication and cultivates a relationship with each District/campus leader, each Foundation Board member, and with professional and community organizations, actively participating as a member where appropriate.

Program Development and Administration

10. Develops and recommends to the District and Board of Directors specific, written long- and short-range plans for the development and editing of Foundation grant programs and services consistent with the Foundation's mission and resources.
11. Involves Board, volunteer, professional and/or district staff in support of development programs as appropriate.
12. Coordinates Foundation and District grant applications from private-sector resources; administers, supervises, and evaluates all grants and grant activities; and provides grant writing staff development as appropriate.
13. Recruits community leaders to join the Board when vacancies occur. Maintains a succession plan for Executive Board Leadership.

Partners in Education Major Responsibilities and Duties

14. Develops a comprehensive Partners in Education Program to meet the needs of the MISD students, staff and school community.
15. Encourages partnerships that support innovative learning opportunities (communicates with Principals to research new programs to achieve innovative learning for particular campuses).

16. Expands business, community, volunteer and parental involvement by identifying, recruiting, supporting and recognizing partnerships. Identify and link business and community resources with campus and district goals.
17. Serves as the Partners in Education spokesperson and coordinate public information and marketing materials.

General Administration

18. Engages Board and staff in strategic planning, defining of mission and visioning, annual goal setting, and program planning as needed.
19. Assumes chief administrative responsibility for the Foundation public accountability, Foundation asset maintenance, and Foundation legal obligations, while regular reporting to appropriate bodies.
20. Supervises and directs key staff, including volunteers in the performance of their duties; evaluates the performance of key staff member(s); and provides overall control and direction for the personnel function of the Foundation, including active participation in or approval of personnel actions.
21. Other duties as assigned or necessary for the accomplishment of the objectives of the Foundation.

Supervisory Responsibilities:

Departmental staff members.

Mental Demands/Physical Demands/Environmental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress; work with frequent interruptions; occasional lifting of up to 50 pounds; frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours; prolonged use of computer and repetitive hand motions.

NOTE: The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.