

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: **DIRECTOR OF COMMUNITY ENGAGEMENT
AND EDUCATION FOUNDATION**

Salary Range: 27

Employment Category: **Management/Supervisory**

FLSA Designation: Exempt

Job Summary:

The Director of Community Engagement and Education Foundation provides long-range strategic leadership and day-to-day administration of the Desert Sands Unified School District Education Foundation. This position is responsible for planning, organizing, and directing aggressive and comprehensive annual fund raising campaigns reaching all sectors of the Coachella Valley community, and beyond. The Director pursues fund raising strategies, such as planned giving and grant writing that enhance the long-term financial health of the foundation. The Director recognizes donors, coordinates the distribution of foundation funds through student scholarships, faculty/classroom grants, and other means, to advance the quality of the district's academic programs. The Director works collaboratively with the local business community to manage the employee recognition program, which recognizes employees who exemplify the district's mission, vision, and values. This classified management position reports to the Superintendent and works in collaboration with the Foundation Board of Directors, and other departments within the District.

Essential Job Functions:

- Nurtures and secures business and community partnerships in support of the employee recognition program, student scholarships, faculty/classroom grants, and other means to advance district programs;
- Collaborates with the Superintendent and Education Foundation Board of Directors to align financial awards with district priorities;
- Solicits private monetary contributions through annual fund drives, planned and deferred giving, capital and major gift campaigns, endowment development, special events, business partnerships and grants acquisition;
- Identifies and cultivates potential benefactors from within the business, foundation, philanthropic and educational communities;
- Promotes the involvement of community leaders and other advocates of the district in enhancing the image and visibility of the district;
- Participates with the foundation Board and the Superintendent in formulating foundation goals and objectives;
- Develops and implements marketing and resource development plans in collaboration with the Foundation and the Public Information Officer;
- Interprets and communicates the goals and needs of the district to the foundation, potential donors, the business community, the media, and the public;
- Participates in district and community activities that promote the district, its programs and achievements;
- Maintains visibility among students, staff, and community;
- Attends cabinet meetings, board meetings, and other meetings by request of the Superintendent;
- Trains and supervises staff and volunteers engaged in fund raising and other foundation activities;
- Represents the Foundation on various district and community committees;
- Works with district business and office staff in developing budgets and accounting for all foundation fund revenues and expenditures;
- Prepares a variety of written reports including an annual foundation report, letters, brochures, grant applications and other documents;
- Coordinates the work of the Foundation Board of Directors and its committees;
- Produces and hosts events using volunteers and paid staff; and directs the maintenance of all foundation records including donor/prospect records, the donor database and donor recognition;
- Pursues opportunities to enhance professional knowledge regarding grant writing, and develops grant applications as aligned to Foundation and District goals;
- Performs related duties as assigned.

Other Job Functions:

SKILLS to plan, implement and oversee district-wide fund raising programs and activities; manage program resources, including staff; develop, administer, and analyze surveys and assessments; develop and deliver presentations and workshops; prepare and maintain statistical records; develop, implement, manage and evaluate complex budgets and related record keeping requirements; research and write grant proposals; manage grant programs; maintain a web site; operate a computer and use current, related software. Maintain a web presence, and promote fiscal transparency via print and digital media.

KNOWLEDGE of fundraising activities; marketing; donation program strategies and instruments associated with unrestricted and restricted gifts, endowments, planned gifts, outright gifts, insurance policy gifts, property gifts, corporate matching gifts, foundation gifts, in-kind gifts, and naming opportunities; laws, rules and regulations related to institutional fundraising; operation of office machines including computer equipment and specified software; correct English usage, including spelling, grammar and punctuation.

ABILITY to create a program vision and strategic plan that incorporates a comprehensive and diverse range of giving programs; independently initiate and execute program goals and measure results; lead, supervise, and motivate staff and volunteers; make effective oral and written presentations; represent the District and the Foundation with a wide range of constituencies in a manner that heightens the quality of the relationships and advances the positive perceptions of the district and the foundation in the community; be sensitive to and understand the diverse academic, socioeconomic, cultural and ethnic background of the staff, students and community in general; promote district and related foundation initiatives that help advance the District's commitment to meeting the needs of a diverse staff and student population; work cooperatively with other district staff; and interpret and apply program regulations; work effectively in the absence of supervision; establish and maintain cooperative and effective working relationships with others; maintain consistent, punctual and regular attendance; demonstrate accountability; manage an employee recognition program.

Physical Requirements: Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

Work Environment:

Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from a supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Education and Training Required:

Minimum Qualifications:

- Three (3) years of experience working in support of non-profit fund raising, marketing (may include part time or volunteer experience);
- Three (3) years of experience managing or supporting fund raising campaigns, and/or active participation in non-profit fundraising organizations;
- Possession of a Bachelor's degree in education, business or public administration, social sciences, marketing, communications or related field.

Desired Qualifications:

- Three (3) years of experience working in a K-12 school district, community college/university organization. Site-based administrative experience preferred. Master's degree preferred.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Must possess or have the ability to obtain a valid California driver's license.