

Goose Creek CISD Job Description

JOB TITLE: Education Foundation Director	FLSA CLASSIFICATION: Exempt
REPORTS TO: Superintendent	PAY GRADE: ADM 4 / 202 days
LOCATION: Central Office	DATE REVISED: 06/2017

PRIMARY PURPOSE:

Job Description:

Responsible for the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will complement and provide financial assistance to the Goose Creek CISD Education Foundation and Goose Creek CISD.

Communication and Community Relations:

- Demonstrate awareness of district and community needs and initiate activities to meet identified needs.
- Being actively engaged in community events establishing confidence and rapport.
- Provides district and community awareness programs through presentations to district staff, clubs and organizations, publications, and special programs.
- As needed, write speeches for Board members/district leadership about Foundation activities.
- Coordinates Foundation affairs with existing school/community partnership programs.

QUALIFICATIONS:

Bachelor's degree required

Special Knowledge/Skills:

- Fundraising experience
- Experience in handling volunteers/donor relations
- Event planning experience
- High energy level, persistence and self-motivation
- Willingness to work flexible hours to accommodate Foundation activities and represent the Foundation in the community
- Proficient in Microsoft Word, Excel and Power Point
- Outstanding written and presentation skills including grant writing
- Social media networking ability
- Organized and detail oriented
- Graphic design experience helpful, but not required
- Knowledge of Goose Creek CISD desirable but not required
- Other similar or relevant experience will be considered

MAJOR RESPONSIBILITIES AND DUTIES:

1. Serves as official representative and spokesperson for the Foundation.
2. Coordinates all meetings and functions of the Board of Directors.

3. Assists the Board of Directors in development of a strategic business plan and monitors progress of both short and long-term goals.
4. Directs development program to cultivate, motivate and solicit individual, foundation, and corporate donors which includes the development and maintenance of a computerized system of donor information and reports on philanthropic giving trends.
5. Maintains current knowledge of developments and practices in fundraising, planned giving and tax laws related to charitable giving (to include annual giving, annuities, trusts, wills and bequests, corporate giving, estate planning, foundation and governmental grants, memorials and tributes).
6. Writes articles about Foundation events and news, photographs key events, and provides content to Communications staff for inclusion in local media and district social media.
7. Maintains membership and represents the Foundation in appropriate professional groups, organizations, associations, and community service clubs.
8. Works with the Goose Creek CISD webmaster to maintain Education Foundation portion of the District website.
9. Plans and executes Foundation fundraising events in cooperation with the Foundation Board of Directors and Communications Office.
10. Serves as administrative liaison between the Foundation and Goose Creek CISD.
11. Supervises, directs and/or performs clerical details necessary to the operation of the Foundation.
12. Investigates and determines the adaptability of successful fundraising programs of other voluntary non-profit organizations.
13. Assists in preparing the annual budget.
14. Writes Foundation and district grant applications for funds from private sector resources.
15. Assists in preparing state and federal corporate reports.
16. Performs other responsibilities as assigned by the Foundation's Board of Directors.

EQUIPMENT USED:

Computer, computer software programs and equipment such as copier, fax and other office equipment applicable to the position.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret district policy, foundation procedures, and utilize data; coordinate foundation functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional district and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by Administrator:	Date
Reviewed by Director of Personnel:	Date
Received by Employee:	Date