

**JOB TITLE: DIRECTOR OF PROGRAM/GRANT DEVELOPMENT****BASIC FUNCTION**

Under the general direction of an Administrative Director, the Director of Program/Grant Development takes a lead role in formulating plans, policies, procedures, and standards related to the District's overall corporate/foundation fund raising efforts. The Director of Program/Grant Development supports District Administration, faculty, and staff in the identification, solicitation, and cultivation of corporate and funding sources and grant proposals. This position is responsible for planning and coordinating activities which will increase community involvement, expand partnerships and heighten the awareness of Walnut Valley Unified School District which will build and strengthen the District's philanthropic relations with businesses, corporations, corporate foundations, and private foundations. The Director serves as a member of the Superintendent's Cabinet and represents the District on committees and meetings where assigned.

**ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, implements and evaluates a comprehensive corporate and foundation relations development program for the District.
- Develops and implements a strategic plan to identify and attract potential external resources from international, national, regional and local corporations, businesses, and foundations which have interests that match District programs and needs.
- Develops and writes successful grant proposals.
- Works closely with the Superintendent's Cabinet and the District Principals to understand the programs and needs and assists them with their respective interests.
- Serves as the District's primary liaison with corporate and foundation prospects.
- Cultivates and solicits involvement and gifts to the District through off-campus face-to-face meetings.
- Attends business-related events, chamber of commerce meetings.
- Facilitates on-campus meetings and tours, oral presentations to groups, phone conversations, direct mailings, e-mail and fax.
- Undertakes basic research on corporate/foundation prospects through publications and personal contact.
- Develops and manages a proposal tracking system to track progress of proposal development, submission and follow-up reporting.
- Manages a budget for the department.
- Prepares reports and completes special projects including drafting correspondence, providing information and data on corporate/foundation prospects and donors, and compiling statistics regarding donation sources and uses.
- Is responsible for monthly financial reports to the Superintendent's cabinet, reporting income and expenditures.
- Tracks/compiles year-end statistics on corporate/foundation giving with recommendations for the coming year.
- Develops and maintains corporate solicitation packets for distribution.
- Completes written foundation/corporate funding proposals, compiles attachments and supervises the signature, duplication and mailing process within required timelines. Tracks proposal progress and coordinates post-funding follow-up.
- Manage and maintain accurate data relative to corporations and local businesses, foundations, professional organizations and individuals for reporting, gift acceptance, prospecting and gift acknowledgment (database, hard copy files).
- Coordinate donor recognition and stewardship through timely gift acknowledgment and maintaining positive relations with donors.
- Provide support and training in funding proposals, as needed for campus faculty, administration and development staff.
- Respond to information requests from District administrators, faculty and staff in a timely manner.

**JOB REQUIREMENTS-QUALIFICATIONS**

**Skills, Knowledge and/or Abilities Required:**

Skill to:

- Exeditiously compile, and prepare comprehensive reports utilizing computers and word processing systems.
- Establish and maintain a complex data management, storage, and retrieval system.

Knowledge of:

- Comprehensive knowledge of and experience in fundraising and development principles, methods, and techniques.
- Demonstrated expertise in the cultivation and solicitation of funds.
- Advanced knowledge of fiscal and budget management.
- Comprehensive knowledge of District infrastructure and applicable policies and procedures.

Ability to:

- Write grant proposals successfully.
- Demonstrate ability to identify and create new opportunities for fundraising.
- Expert networking and interpersonal skills. Demonstrate expertise in persuasion and negotiation and ability to cultivate critical relationships.
- Take initiative and independently plan, organizes, and coordinates projects.
- Take understand problems from a broad, interactive perspective and think strategically in terms of the long-term.
- Take effectively use available communication vehicles and media.
- Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner.
- Work courteously and tactfully with co-workers, public, pupils and parents. Promotes team building and a positive work environment.
- Adapt easily to work assignments, additional priorities, and new procedures.
- Receive constructive criticism and modify work appropriately.
- Work without close monitoring and meet deadlines.
- Prioritize and identify needs and solve problems independently as appropriate.
- Suggest procedural improvements to supervisor as appropriate.
- Skillfully handle difficult situations using good judgment.
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**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves a critical amount of sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION REQUIREMENT**

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Significant and successful experience in education, Public relations, communications or related field, including a variety of experiences in communicating and networking with representatives from the community, business and/or other agencies. A background in fund raising is desirable.

Education:

Experience or training equivalent to a Bachelor's Degree in communications, public relations, education, or other related field.

**LICENSE AND/OR CERTIFICATE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT**

- Insurability by the District's liability insurance carrier.
- Ability to be bonded.
- Must be free of any record of conviction for felony, narcotics, or moral offenses, as defined in the Education Code of California.
- Participate in the District's Random Drug Testing Program.