

TITLE: [Coordinator, Community Outreach](#)

WORK YEAR: 261 Work Days

VACATION: 27 Days

REPORTS TO: Assistant Superintendent of Equity Access Community Engagement

BASIC FUNCTION:

The Coordinator, Community Outreach will perform the duties related to community outreach, stakeholder communication, development of strategic partnerships, fundraising and district events. This position's function involves achieving the organization's mission, strategy and its annual goals and objectives. This also includes overseeing fundraising activities, providing leadership and strategies for new partnerships, innovative methods for raising money, as well as preparing articulate and persuasive grant applications.

REPRESENTATIVE DUTIES: (***E*** = *Essential*)

Develop and implement a comprehensive fund-raising program to support the overall mission of the Foundation, including endowment development, recruitment of Board members, events, direct mail solicitations, proposal writing, planned and deferred giving opportunities, and donor solicitations. ***E***

Build and foster long-term working relationships with businesses, school districts, charter schools, advocacy groups, non-profit groups, philanthropic groups and public sector agencies to establish communication, potential donor partnerships and collaboration. ***E***

Identify opportunities to support organizational initiatives and develop communication materials and programs in order to promote and publicize the activities. ***E***

Oversee key large-scale district events throughout the year, which includes managing logistics and execution in partnership with key departments and constituents for events such as State of the District, Volunteer of the Year, Measure O Events, and District/School Event Consulting (Ribbon cutting, mural dedications, employee recognition, etc.) and other events to be determined. ***E***

Oversight of major gifts, fund management and investment policies. ***E***

Create calendar and project list for each event, ensuring all tasks are completed on time and within budget. ***E***

Provide detailed reports on each event including expenditures, profit, all detail on the events, and with recommendations for improvements where needed. ***E***

Develop pipeline of potential donors and partners by scanning media sources, trade journals and referrals for potential funders. ***E***

Establish metrics for such tasks as securing strategic partnerships, membership growth, grant writing, etc. *E*

Work with the Grant Manager to identify opportunities and develop grant proposals that tell a compelling story to potential partners. *E*

Attend community based events and meetings to build rapport with key community stakeholders; participate in local committees and boards to boost District positioning within the community. *E*

Prepare agendas and packets for monthly Executive and Board meetings. *E*

Prepare and provide monthly income statements, make deposits, record all income, pay all bills and make required adjustments to financial statements. *E*

Deliver financial information, identify issues and make recommendations as needed. *E*

Work with nominating committee to determine membership openings and solicit new members to discuss with District Leadership and the Board. *E*

Perform other duties as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategic communications planning.

Organizational operation including school districts, charter schools, advocacy groups, philanthropic groups and the media.

Fundraising processes and best practices.

Applicable laws, codes, rules, regulations, policies and procedures related to position.

Professional skills for collaboration and teamwork with others.

Correct usage of English composition, grammar, spelling, and vocabulary in both written and verbal communications.

Business operations and fiscal management.

MS Office Suite and other job related computer software.

Policies and processes of the public education system.

Strong project management skills.

Investment policies.

Fund management.

Interpersonal, professionalism and charisma.

ABILITY TO:

Activate mission with commitment and passion.

Understand and explain financial statements.

Creative thinking.

Develop strong partnerships with the business community.

Think strategically to manage short-term and long-term plans and goals with a record of achieving results.

Influence outcomes through solid verbal and written communication skills.
Use sound judgment.
Work with a creative and entrepreneurial spirit.
Authentic person who is highly energetic and a natural collaborator.
Proven track record of building relationships that support organizational growth.
Work collaboratively and professionally.
Prepare and deliver presentations.
Use modern technology.
Manage competing demands and prioritize appropriately.
Serve as a team player, foster current relationships within the school system and business communities.
Meet the hours and travel requirements of the position.

EDUCATION AND EXPERIENCE:

Bachelor's degree and/or a minimum of 5 years of experience in non-profit fundraising, marketing, corporate business environment or related fields preferred.

LICENSE/CERTIFICATION:

Valid California driver's license.
CFRE (Certified Fund Raising Executive) Certification preferred.
AFP (Association of Fundraising Professionals) membership preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor - frequently
Outdoor - occasionally

PHYSICAL DEMANDS:

Dexterity of hands, wrists and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.