Killeen Independent School District
Job Description

Job Title: Director for Grants and Education Foundation
Reports To: Superintendent and Education Foundation Board of Directors
FLSA Status: Exempt

SUMMARY
Plans for, administers, develops, implements and provides oversight of all fundraising activities and foundation programs in accordance with the Foundation’s stated mission and goals and in such a manner that optimum results are achieved in relation to the resources of the Foundation and District. Operates under the general direction of the Foundation’s Board of Directors to complement and provide financial assistance to the Killeen Independent School District’s students, staff and schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Fund Development
Involves foundation membership in development activities, effectively utilizes Board resources, and provides fund development training for members as appropriate.

Participates with foundation members in targeted funding requests.

Researches corporate and individual donor prospects and cultivates relationships.

Communicates with donors, including reporting to donors on the specific use of funds.

Facilitates fundraising activities that engage community partners.

Conducts special events to engage community and foster increased giving.

Provides for structured giving and other programs as appropriate.

Researches grant opportunities, prepares grant proposals, and follows up on requests for grants for both the District and the Foundation.

Works with the foundation members to develop and implement a plan which includes a strong fund raising initiative, support the cross-organization collaborations that are unique to this type of organization.

Works with the foundation membership to manage the organization, fund development, public relations and communications, and strategic/tactical planning.

Manages and oversees scholarship funds donated for the benefit of Killeen ISD graduates.

Works with KISD counselors, registrars and students to provide guidance and assistance for graduates seeking additional revenue and resources for higher education. Identifies and informs the foundation membership of new funding sources.

Personally raises a significant proportion of each year’s funds.

Coordinates with school district staff as appropriate.
Community Relations & Awareness
Acts to maintain highly effective client relations under all Foundation and KISD programs.

Maintains effective relationships with professional and community organizations and actively participates as a member where appropriate.

Serves as the primary face of the Foundation to the community. Interprets the function of the Foundation to the community through direct involvement and public relations programs, including personal contact, literature, and the media.

Serves as the liaison to KISD schools for “Lemonade Day”, a community-wide initiative designed to teach children entrepreneurial skills necessary to be successful in the future.

Assures development and implementation of marketing programs to highlight KISD programs/achievements to the community.

Assures development and implementation of marketing programs to support community awareness, program participation and fundraising.

Administers orientation and training programs for Board members as appropriate. Maintains open lines of communications and cultivates a relationship with each board member.

Works with the foundation membership to raise public awareness of KISD.

Program Development and Administration
Provides for effective and efficient conduct of foundation programs and efforts.

Involves board, volunteer, professional and/or district staff in support of foundation programs as appropriate.

Evaluates foundation programs and services in relation to specified goals and standards, and recommends modification, where appropriate.

Provides oversight to the administrative tasks required to carry out the Foundation’s mission and objectives.

Works with foundation membership and KISD leadership to coordinate and oversee major events.

General Administration
Engages in strategic planning, defining of mission and visioning, annual goal setting, and program planning as needed.

Recommends policies and/or assists in the formulation of policies for the effective and economical operation of the Foundation.

Develops the KISD Education Foundation Budget.

Assumes chief administrative responsibility for public accountability of the Foundation, maintenance of foundation assets, and regular reporting to various bodies.
Assures maintenance of databases and on-going communication with all constituencies, including donors, program participants etc.

Carries chief staff responsibility to ensure that legal obligations of the Foundation are met. Assures preparation of foundation budget and is accountable for control of these resources, once approved.

Follows appropriate KISD policies.

Builds relationships and awareness with Foundation Board of Directors, Executive Committee, foundation membership, key foundation and district staff, Board of Trustees, Foundation coalitions, funding sources including individual donors, private foundations, the business community, district residents and alumni, federal, state, and local government units, volunteers, schools, campus coordinators, and parent and student organizations, as well as other agencies in similar filed of service.

Performs other duties as assigned for both the Education Foundation and Killeen Independent School District.

SUPERVISORY RESPONSIBILITIES
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. Follows all rules, regulations, and policies of the district and follow directives from superiors.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
Bachelor’s Degree (Marketing, Public Relations or Business concentration beneficial) or an Associate’s Degree and pertinent experience may substitute. Five to seven years of experience in fundraising and supervisory or managerial experience in not-for-profit sector or related field, preferred. Experience in a public-school district is helpful.

LANGUAGE SKILLS
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to respond to emergency situations, conduct research and obtain accurate information, make decisions quickly and maintain composure when dealing with stressful situations. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, parents, and general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER ABILITIES and SKILLS
Proven history of meeting or exceeding fundraising goals; ability to provide effective oral and written correspondence, proposals, marketing materials, grants, and solicitations; work effectively with volunteer boards and committees plan, monitor and evaluate budgets; manage people; and organize, plan and implement projects and activities appropriate to further organization goals. Strong interpersonal, presentation and communication skills. Strong computer skills, including non-profit applications, are required.

PHYSICAL DEMANDS
While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT
While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Frequent extended work hours during evening or on weekends.

Revised Date: October 30, 2018

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