Killeen Independent School District
Job Description

Job Title: Grants and Education Foundation Specialist
Reports To: Director for Grants and Education Foundation
FLSA Status: Exempt

SUMMARY
Provides support for fundraising activities, foundation programs, and grant applications 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Fund Development
Supports foundation in development activities, creates collateral materials, and effectively maintains donor files.

Participates with foundation members in targeted funding requests.

Researches grant/award opportunities, collaborates with district staff to identify needs, prepares grant proposals, and ensures grant deliverables.

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

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

Engages the community through direct involvement and foundation programs, including personal contact, literature, and the media.

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

Manages the KISD United Way Employee Contribution Campaign through identification and cultivation of campus coordinators, and implementation of campus awareness campaign.

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

Program Development and Administration
Implements effective teacher grant program by ensuring proper allocation of resources, purchasing guidelines, and foundation reporting.

Manages successful Employee Contribution Campaign through identification and cultivation of campus ambassadors, development of program materials, and implementation of campus awareness campaign.

Composes daily correspondence with district employees through the Daily News Brief to keep employees informed of district updates and community events and programs.
Coordinate payment of funds to KISD students who receive Education Foundation and School Board scholarships by working with students and colleges or universities to ensure the proper processing of funds.

**General Administration**
Composes correspondence, memoranda, reports, forms, and similar materials.

Maintains calendars for Education Foundation, Alumni Association, as well as schedules meetings, and prepares materials for those meetings.

Establishes and maintains appropriate files and other information; searches files for information.

Determines priorities and maintains office controls to ensure a timely accomplishment of tasks.

Prepares and maintains purchase orders, professional leave forms, and reimbursements.

Follows appropriate KISD policies.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**
Supervises volunteers in the performance of their duties; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees and volunteers; planning, assigning, and directing work; addressing complaints and materials challenges, and resolving problems.

**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 in Marketing, Public Relations, Communications or Business concentration, preferred. Minimum two years of experience with nonprofit organizations, planning and implementation of special events, program management, and donor relations. Experience in all Microsoft Office components, experience with donor management software, particularly with reporting, and alacrity with graphics, publishing and web-design software.

**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 professional, clear and concise. 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. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate. Work schedule extends to evening and weekends, frequently.

**Revised Date:** January 24, 2020

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.