



JOB DESCRIPTION
COORDINATOR – U-46 EDUCATIONAL FOUNDATION
SCHOOL & COMMUNITY RELATIONS

POSITION GROUP: ADMIN

POSITION TITLE: Coordinator - U-46 Educational Foundation

DEPARTMENT: School and Community Relations

REPORTS TO: Director of School and Community Relations

SUPERVISES: N/A

POSITION GOAL(S):

The Coordinator of the U-46 Educational Foundation will implement goals of a strategic plan to develop fundraising, donor relations, alumni relations, and a marketing strategy that will strengthen the Foundation and ensure that the Foundation meets its vision statement: “Expanded opportunities for all U-46 students in a changing world.”

Responsible for working with the U-46 Educational Foundation Board, District administrators, school personnel, alumni and community members to drive fundraising activities that support School District U-46 students. Coordinator serves as the key leader to implement Foundation’s comprehensive strategic plan that includes developing, implementing and evaluating long-term fundraising plans and a marketing and communications plan. Coordinator will ensure that the Foundation creates annual benchmarks, continually reviews the process for the Foundation’s distribution of funds, and determines annual funding priorities. The Coordinator will report to the Director of School & Community Relations and work closely with the U-46 Educational Foundation Board. Flexibility in hours required - some night and weekend responsibilities. Will be required to leave the main work site to gather information, and attend District and community meetings/events.

JOB DUTIES / ACCOUNTABILITIES:

1. Drive the vision and mission of the U-46 Educational Foundation with tracking metrics to measure outcomes of the Strategic Plan and calibrate as needed.
2. Provide regular reports to the Director of School and Community Relations and to the Foundation Board regarding all strategic plan metrics, including fundraising efforts.
3. Lead the Foundation Board in determining how funds will be directed in alignment with the Foundation’s vision and mission.
4. Articulate the Foundation’s vision and mission through a wide variety of ongoing in-person interactions and multimedia channels.
5. Collaborate with the Foundation Board and ensure Board member participation.
6. Oversee daily operations, fundraising activities, events and donor relations, including alumni relations, and financial tracking.
7. Collaborate with the Director of School & Community Relations regarding marketing and outreach strategies and programs that are designed to raise the Foundation’s profile and generate revenue from donations from individuals, organizations, foundations and corporations.
8. Regularly attend District, school, parent, local government and community meetings and events to share information and give formal presentations about the Foundation.
9. Lead, facilitate, and collaborate with U-46 schools to develop alumni relations, including development of a database, planning and implementing events and outreach campaigns.
10. Oversee the Foundation’s financial records, prepare regular financial reports for the Board, and make recommendations based on best practices for an Educational Foundation.

11. Develop and maintain office processes and activities to assure a high-quality operation and service level.
12. Ensure compliance with state and federal statutes, regulations and laws, U-46 policies and procedures, and relevant contractual obligations.
13. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Prior administrative and foundation experience preferred
2. Knowledge of U-46 and community leaders, partners and groups preferred
3. Knowledge of non-profit funding and public-school funding
4. Proven experience in fundraising, marketing, and foundation management
5. Exemplary interpersonal skills
6. Exemplary oral and written communication skills
7. Financial skills
8. Familiar and adept at working with accounting and donor management software
9. Excellent collaboration skills to work with multiple partners, from Foundation Board members to parents, small and large corporations and more
10. Impeccable follow up and follow through
11. Willingness to continue professional growth and development in areas of need

EDUCATION:

1. Bachelor's Degree or 5-7 years of similar work experience required
2. Bilingual Spanish/English written and verbal a plus

PHYSICAL DEMANDS:

1. While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, and reach with hands and arms
2. Frequently required to use hands and fingers to operate a computer and telephone keyboards
3. Occasionally required to lift and/or move up to 25 pounds
4. Noise level in the work environment is usually low to moderate

TERMS OF EMPLOYMENT:

This position has a 12-month work year. Salary and benefits as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.