

**AUSTIN INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION
JOB TITLE: DEVELOPMENT SPECIALIST**

Pay Grade: P7
Job Code: 2130

FLSA Status: Exempt
Revised: 11/12/12

MINIMUM QUALIFICATIONS:

Position requires a bachelor's degree in education, English, social work, business, or related field.

SKILL REQUIREMENTS:

This position requires advanced writing and proposal development skills. Applicants must have the ability to lead and motivate others to develop plans and proposals that support student needs and align with the district's goals. Successful applicants will possess knowledge of resource development strategies and program development. Applicants must demonstrate exceptional skills in project management, facilitation and organization and work well with staff and the community. This position requires knowledge and skill in the use of personal computers and their software. Proficient in Microsoft Word and Excel and in other computerized applications

JOB PURPOSE AND RESPONSIBILITY:

This position is responsible for the creation and implementation of resource development strategy and compilation of proposals for submission to potential funders including governmental entities, foundations, corporations and individuals. Incumbent has defined responsibilities over the development of competitive grant proposals in the District and over the application of state and federal grants. Incumbent monitors and provides technical support for the completion of required grant reports. Incumbent provides technical assistance to staff in the development of relationships with potential funders and completion of proposals and reports.

ESSENTIAL FUNCTIONS:

Work closely with internal and external partners to understand funding priorities, set goals and determine prospective sources of support and appropriate cultivation and outreach strategies.

Collaborate with internal and external program leads and stakeholders to lead and/or facilitate the development and of competitive proposals including

- Gathering information for development of program narrative
- Budget development and detail
- Evaluation plans including logic model development and outcome measurement
- Ensuring proposals are compliant with District, State and Federal rules and regulations..

Lead the effective transition from award to program implementation including clarifying roles and responsibilities for implementation, grant reporting and the monitoring of the use of grant funds.

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In collaboration with OID and AISD departments and campus staff, lead and participate in planning short and long-term strategies for the management of programs supported by external funds.

- Assist in development and implementation of AISD grants process for central office initiatives and campus grants.

- Establish standard procedures for day-to-day grants management. Revise workflow and address problems as needed. Convene work groups for special projects, training and other activities as needed.

Provide leadership and technical assistance to campuses and departments seeking external funding.

- Attend and participate in meetings with staff, principals, coordinators and directors to address curriculum and special program issues as they relate to funding needs and grants, including planning and coordination with other departments.

- Determine training needs of campus and Central Office personnel. Arrange or provide professional development including seeking, writing and managing competitive grants.

Research funding prospects including individuals and organizations that meet priority needs or are identified as potential supporters

Work with internal departments to request and make available standard data on district needs, students served and trends and specific data needs for individual proposals.

Gather and share developments in best practices in the profession, research, funding trends, program administration, etc. in addition to funder priorities, requirements, policies, deadlines and processes.

Track and maintain accurate records for funding prospects, current and past requests for support and other relevant relationship development details.

Work collaboratively and effectively with colleagues to execute projects.

Provide excellent internal and external customer service including addressing and responding to correspondence and telephone calls from staff, partners and the public.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

Services are generally provided in an office environment. Must be able to sit for long periods of time, to type and operate a 10-key calculator, operate a computer keyboard and mouse, view computer printouts and visual displays. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the immediate supervisor to provide information and status reports and/or receives instruction and guidance. Incumbent receives general direction from supervisor. Work is guided by established policies and discussed with supervisors as needed. Supervisor evaluates work for the overall impact on the program.