

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

Pay Grade: P07D  
Job Code: 0612024

FLSA Status: Exempt  
Revised: 1/28/13

**QUALIFICATIONS:**

Bachelor's degree in education, communication, social work or business. Minimum four (4) years of experience in resource development.

**SKILL REQUIREMENTS:**

Successful applicants will possess skills and experience with a variety of fundraising strategies and a minimum of four (4) years of experience specifically dedicated to resource development in a high-volume, deadline-driven environment; extensive project management, strategic planning and project facilitation experience; and marketing/promotions and/or public relations expertise. 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 develops and executes resource development strategies including individual, foundation and corporate giving to maximize the amount of external resources secured to support AISD students. This position will be responsible for developing this function for OID and building the capacity to support it.

**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.

Research and interpret public and private funding opportunities to identify potential new sources for external funding from government, foundation and private funding sources relevant to the district strategic plan, goals and performance objectives; monitor education and funding trends and seek out potential matches for strategic funding initiatives.

Recommend and lead implementation of fundraising strategies including annual giving, major gifts and corporate giving.

Develop systems and processes to effectively manage information and cultivate donor relationships.

Implement donor recognition programs and processes.

Provide staff support for the Austin Public Education Foundation particularly related to district development initiatives.

Work as a team with OID staff in areas that impact partnership and resources development including the development and writing of grant proposals and reports to funders, providing support to campuses and district departments.

Provide technical assistance to district administrators and employees in developing externally-funded projects and proposals; provide technical assistance and training on resource development processes, procedures, and policies to internal staff and external partners.

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Develop departmental communications and reporting materials, including newsletters, website content and other communications materials for internal and external stakeholders; support other communications, marketing and outreach strategies and activities, including funder outreach events and internal training events and activities.

Lead and support department efforts to implement new district policies, practices, and procedures and practices related to funding initiatives.

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.

**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.