Allentown School District
Executive Director of Grant Development and Institutional Advancement

Salary Level: **Act 93 Agreement**
Reports To: **Chief of Performance Management, Equity & Accountability**

<table>
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<th>Contract: 12 months</th>
<th>Prepared Date: April 18, 2023</th>
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<td>Benefits: <strong>Act 93 Benefits Program</strong></td>
<td>Prepared By: Jennifer Ramos, Deputy Superintendent</td>
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<tr>
<td>Office: <strong>Office Performance Management, Equity &amp; Accountability</strong></td>
<td>Approved By: Dr. Carol D. Birks, Superintendent</td>
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**QUALIFICATIONS:**

- Master’s degree with a major in educational leadership, educational supervision, or a related field from an accredited college or university, Doctorate preferred.
- Eight (8) years as Executive Director of Non-Profit with more progressive leadership experience focused on education innovation, reform, or transformation, in a department, office or division, school district department, or higher educational experience.
- Demonstrated results in obtaining and acquiring grant funding and community partnerships resulting in advancing educational equity.
- Such additional modification or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

Note: To successfully serve as Executive Director of Grant Development & Institutional Advancement, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUMMARY**

The Executive Director of Grant Development and Institutional Advancement is responsible for overseeing all aspects of individual fundraising through major and planned giving. Position is responsible for developing a strong program that focuses on identifying, cultivating, soliciting and stewarding prospects with capacity and interest to ensure a strong base of ongoing financial support for the short and long-term. This position sets major and planned giving, fundraising, budget and operating goals, monitors work and evaluates results to ensure that departmental and operating requirements are met and are in line with the needs and mission of the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform duties in a professional, ethical and responsible manner as defined in the District’s code of conduct.
- Grow a portfolio of qualified major and planned giving prospects and donors in every stage of the major gifts cycle (qualification, cultivation, solicitation, and stewardship) with focus on building personal relationships with individuals.
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- Organize and manage major, planned gift and campaign programs.
- Initiate and direct fundraising campaigns to support priorities identified by the Superintendent and School Board of Directors.
- Plan and implement donor cultivation events and alumni giving.
- Identify and solicit prospective research/grant opportunities.
- Serve as district representative on the Allentown School District Foundation (ASDF).
- Shape and implement creative pathways to engage various community partners align their mission and goals with the District’s mission, vision, and goals.
- Collaborate with school districts, community agencies, and other organizations to improve program performance and identify innovative programs to explore.
- Prepare and deliver reports and presentations related to efficient and effective delivery of programs and services to the Superintendent and School Board of Directors.
- Ensure program compliance with all local, state, and federal laws, regulations, and reporting requirements.
- Ensure program compliance with all Board policies and District administrative regulations.
- Establish and maintain effective and positive working relationships with key district staff, governmental agencies, school districts, local education organizations, community groups, and other stakeholders in support and furtherance of efforts to maximize program and service effectiveness.
- Develop, administer and monitor budgets in all areas of program control, including analysis of budget expenditures and recommendations for on-going operational effectiveness, ensuring fiscal integrity and compliance.
- Collaborate with the Chief of Schools, Chief Financial Officer and Chief of Equity Accountability and Performance Management to ensure the equitable allocation of resources and delivery of services and to ensure an equitable work environment.
- Monitor and incorporate emerging and best practice research on existing programs in all areas of program control to meet the District’s mission, vision, and goals.
- Prepare, present and facilitate board presentations on all areas of grants and advancement.
- Collaborate with the Cabinet and community partners to obtain grant funds to sustain and support strategic and innovative collaborations with our community partners by creating a comprehensive data tracking system to guide and inform partnership decisions.
- Perform such other tasks and assume such other responsibilities as may be assigned or delegated by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervises clerical support team member any other team members in all areas of program control. Responsibilities include interviewing, recommending new hires, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining team members; addressing complaints, and resolving problems; preparing, reviewing and revising job descriptions; and carrying out supervisory responsibilities in accordance with the District's policies and applicable laws.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:
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**Emotions**
Manage difficult or emotional parent and citizen situations; Respond promptly to parent and citizen needs; Respond to requests for service and assistance; Meet commitments; Synthesize complex or diverse information; and Show respect and sensitivity for cultural, ethnic, religious, and gender differences.

**Problem Solving**
Identifies and resolves problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well within group problem solving situations; Use reason even when dealing with emotional topics; Generate creative solutions; Demonstrate attention to detail; Display original thinking and creativity; Meet challenges with resourcefulness; and Develop innovative approaches and ideas.

**Interpersonal Skills**
Manage difficult or emotional parent and community situations judiciously; Keep emotions under control; Remain open to others’ ideas and tries new things; Listen and get clarification; Respond to employee requests for service and assistance; Solicit parent feedback to improve student academic performance; Meet commitments made to parents and the community; Maintain confidentiality; Demonstrate objective approaches to communicating with staff and constituents; Exhibit objectivity and openness to the views of others; Speak clearly and persuasively in positive or negative situations; Listen and solicit clarification; Respond appropriately to questions; React well under pressure; Write clearly and effectively; Edit work for spelling and grammar; Vary writing style to meet the needs of the audience; Present numerical data effectively; Demonstrate group presentation skills; Treat others with respect and consideration regardless of their status or position; and Work well with others.

**Written Communication**
Write clearly and informatively. Vary writing styles to meet the needs.

**Planning/Organizing**
Prioritize and plan work activities; Use time efficiently; Set goals and objectives; Develop project plans; Coordinate projects; Complete projects on time and budget; Manage project team activities; Manage competing demands; and Change approach or method to best fit the situation.

**Technical Skills**
Assess own strengths and weaknesses; Pursue training and development opportunities; Strive to continuously build knowledge and skills; Share expertise with others; Display willingness to make decisions; Exhibit sound and accurate judgment; Include appropriate people in decision-making process; and Make timely decisions.

**Motivation**
Set and achieve challenging goals. Demonstrate persistence and overcome obstacles.

**Teamwork**
Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; and Support everyone's efforts to succeed.

**Change Management**
Communicate changes effectively; Prepare and support those affected by change; and Monitor transition and evaluate results.

**Servant Leadership**
Exhibit confidence in self and others; Inspire and motivate others to perform well; Accept feedback from others; Give appropriate recognition to others and identify with the well-being of team members; Practice active listening skills and observe non-verbal cues; Include staff in planning, decision-making, facilitating and improving processes; Practice fore-sighted thinking; Take responsibility for direct report activities; Make self-available to staff; Provide regular performance feedback; Develop direct report skills and encourage professional growth; and Continually work to improve supervisory skills.

**Leadership Skills**
Develop workable implementation plans; Lead by example; Look for ways to improve and promote quality; Practice data informed decision making; Build strong positive relationships; Demonstrate accuracy and thoroughness; Adhere to safety and security procedures; Adhere to local, state, and federal laws; Adhere to Board policies, District administrative regulations, District’s code of conduct; and Identify and resolve problems in a timely manner.

**Organizational Skills**
Work with accuracy when monitoring all cost related tasks; Show respect and sensitivity for cultural differences; Follow policies and procedures; Complete administrative tasks and reports correctly and on time; and Support the District’s goals and values.

**Personal Competencies**
Exhibit sound and accurate judgment; Treat people with respect; Work ethically and with integrity; Respect confidentiality; Demonstrate persistence and overcomes obstacles; Prioritize and plan work activities; Use time efficiently; Approach others in a tactful manner; React well under pressure; Demonstrate accuracy and thoroughness; Follow instructions and respond to supervisory direction; Inspire the trust of others; Display integrity and ethical behavior; Uphold district values; Accept responsibility for own actions; and Follow through on commitments; and Take responsibility for own actions.

**Business Acumen**
Understand implications of decisions; Demonstrate knowledge of education market and competition; and Align work with strategic goals.

**Fiscal Stewardship**
Work within the approved budget; Conserve District resources; and Understand cost management strategies and systems.

**Strategic Thinking**
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Develop strategies to achieve district goals; Understand the District's strengths & weaknesses; and Adapt strategy to changing conditions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**EVALUATION:**
The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: ____________________________  Date: _____________