

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	GF COORDINATOR DEVELOPMENT			PAY GRADE:	CAD 1
DUTY DAYS:	226	FLSA STATUS:	EXEMPT	DATE REVISED:	10/27/2025 HC
FUNDING SOURCE:	THIS POSITION IS PARTIALLY OR FULLY GRANT FUNDED. EMPLOYMENT IS CONTINGENT UPON THE AVAILABILITY OF FUNDS.				

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is required. One (1) year of experience in non-profit fundraising, corporate relations, grant writing, or a related field is required. Three (3) years of experience in corporate fundraising is preferred.

SKILL REQUIREMENTS:

This position requires proven experience with a variety of fundraising strategies in a fast-paced, high-volume environment. The incumbent must have demonstrated success in donor cultivation, partnership development, and stewardship with corporations, foundations, community organizations, individual donors, and volunteers. Strong project management skills with experience in marketing, promotions, or public relations a plus. Proficiency in Microsoft Word, Excel, and Google Workspace tools is required. Familiarity with fundraising databases; Salesforce or other CRM experience is preferred. Incumbent must demonstrate the ability to manage multiple deadlines and collaborate effectively with cross-functional teams.

JOB PURPOSE AND RESPONSIBILITY:

This position grows partnerships, positive relationships and funding in support of AISD priorities, as well as develop and execute resource development strategies, with a focus on corporate giving, to maximize the amount of external resources secured to support AISD students. This position will develop systems and capacity to support this function for the Office of Innovation and Development (OID) and the Austin Ed Fund.

ESSENTIAL FUNCTIONS:

- Work closely with internal and external partners to understand funding priorities, set goals, determine prospective sources of support and appropriate cultivation and outreach strategies.
- Research and interpret private funding opportunities to identify potential new sources for external funding from major 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 and develop and manage a portfolio of corporate donors and prospects with capacity to give \$20,000+ annually.
- Develop systems and processes to effectively manage information and cultivate donor relationships.

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- Lead proposal and pitch development for corporate funding opportunities, in collaboration with other internal teams.
- Serve as point of contact for key corporate partners, ensuring timely communication, stewardship, and reporting.
- Support strategy and execution of corporate sponsorships, naming rights partnerships, and event underwriting, including strong stewardship, recognition and benefits, in collaboration with OID and other internal teams.s
- Provide support to campuses and district departments.
- Conduct research and landscape analysis to identify emerging corporate engagement opportunities.
- Support other communications, marketing and fundraising activities including events and internal training events and activities.
- Collaborate on communications and strategy team to ensure consistent messaging and materials
- Lead and support department efforts to implement and maintain effective policies, practices, and procedures.
- Work collaboratively and effectively with colleagues to execute projects.
- Provide excellent internal and external customer service to internal and external stakeholders.
- Represent the district and Austin Ed Fund at public events.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

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:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Standard office equipment including computer and peripherals

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

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Motion: Repetitive hand motions, frequent walking, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Standard office setting, occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress; work with frequent interruptions

PERSONAL WORK RELATIONSHIPS:

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

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledged the job description above.

**Employee
Signature:**

Date: