

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	PROFESSIONAL SPECIALIST – RESOURCE DEVELOPMENT	PAY GRADE:	AP3P		
JOB CODE:	534	FLSA STATUS:	EXEMPT	DATE REVISED:	05/23/2022 HC

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
 - *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:*
 - *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
 - *Discovering and cultivating the unique gifts, talents, and interests that every human possesses.*
- <https://nationalequityproject.org/>

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

A Bachelor's degree in education, communication, public relations, or related field from an accredited college or university is required. Four (4) years of experience specifically dedicated to grant and resource development in a high-volume, deadline-driven environment is required. Experience writing government and foundation grants or equivalent proposals, concept development, project management plans, stewardship and compliance and budget development is required. Experience facilitating planning and program design processes is preferred.

SKILL REQUIREMENTS:

This position requires skill developing and writing competitive state, federal, and foundation grants or equivalent proposals. Exceptional attention to detail and the ability for focus on multiple projects simultaneously is required. Skills in relationship building, stewardship, compliance reporting, budget development and project management are required. Skills in program development and strategic planning is preferred.

JOB PURPOSE AND RESPONSIBILITY:

This position performs responsible professional work involving proposal development and writing as well as additional development and execution of stewardship strategies for government, individual, foundation and corporate giving sources to maximize the number of external resources secured and ensure these resources are utilized effectively in accordance with donor intent and grant agreements. This position develops, monitors, and stewards a portfolio of grants aligned to the Austin ISD Strategic Plan and Austin Ed Fund strategic priorities.

ESSENTIAL FUNCTIONS:

- Research and interpret public and private funding opportunities to identify potential sources for external funding from government, foundation, and private funding sources relevant to the Austin ISD Strategic Plan, goals, and performance objectives and Austin Ed Fund strategic priorities. Exercise professional discretion in determining competitiveness of potential grant concepts and suitability of potential resources.

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- Collaborate with District staff to determine need for resources and facilitate the proposal development process, which may include facilitating program design, budget development, evaluation plan, and project management plan. Write, and submit proposals and other supporting documents and ensure grant submission criteria are met in grant proposals.
- Perform technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporate data into proposals.
- Facilitate strategic planning with Austin ISD departments and stakeholders in support of the Austin ISD Strategic Plan to determine the need for external resources to support program development and innovation.
- Facilitate stewardship process for competitive grant funds, including support for required reporting, evaluation, and budget monitoring and work with multiple Austin ISD departments to ensure programmatic and fiscal compliance requirements are met.
- Collaborate with colleagues to develop long-term resource identification, cultivation, and stewardship plans in support of District and Austin Ed Fund priorities
- Provide technical assistance to Austin ISD employees in developing externally funded projects and proposals; provide technical assistance on resource development processes, procedures, and policies to internal staff and external partners.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned. As a part of the Office of Innovation and Development's ongoing mission to successfully develop resources and partnerships, this position will be called on to assist with team deadlines. 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. Reasonable accommodations will be made if necessary. Work is performed in an office or school setting. Position requires sitting and standing and will require travel to other District locations. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Administrative Supervisor for Resource Development, Office of Innovation and Development. This position has regular contact with community partners, funders, school administrators and other Austin ISD staff.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

**Employee
Signature:**

Date: