

AUSTIN ISD JOB DESCRIPTION

JOB TITLE:	ADMINISTRATIVE SUPERVISOR, RESOURCE DEVELOPMENT OFFICE OF INNOVATION AND DEVELOPMENT	PAY GRADE:	AP7
JOB CODE:	423	FLSA STATUS:	EXEMPT
		DATE REVISED:	11/12/2020 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:

This position requires a Bachelor’s degree in education, social work, business, communications, related field dedicated to fundraising activities, especially large-scale project and proposal development, to enhance opportunities for children.

SKILL REQUIREMENTS:

Incumbent must have the skills and experience in fundraising and partnership development including prospect research; grant development with a particular emphasis on large federal, state and foundation grants; major donors and annual giving. This position requires the ability to lead and motivate others and foster a collaborative work environment with internal and external partners. Leadership, management, facilitation, and problem-solving skills are required. The position requires superior writing and communication skills and the ability to manage projects and synthesize a high volume of information with attention to detail in a fast-paced environment. It is preferred that the incumbent have an extensive knowledge of Austin ISD programs, central office procedures, and community systems.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent will identify, cultivate, solicit, and steward public and private funding to support innovative educational programs and accelerate implementation of key Austin ISD priorities. The purpose of this position is to lead fundraising strategies, including submission of high-quality proposals for competitive funding and sponsorship requests to local and national foundations, federal and state funding sources, and public and private philanthropic organizations. Additionally, this position must guide and build capacity of office, district, and campus staff in fundraising practices. The incumbent will refine and implement excellent fundraising processes and procedures. This position is responsible for fostering a collaborative work environment within the Office of Innovation and Development and Austin ISD Team and with external stakeholders.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to, the following duties:

Plan and implement effective resource development strategies that meet student needs and advance the District's priorities.

- Assess the educational funding needs of Austin ISD and implement fundraising strategies in support of the needs.
- Develop strategic fundraising plans and forecasts with timelines and potential sources for external funding from government, foundation, and private funding sources; coordinate a calendar of federal and state grant applications and corporate and foundation funding applications and align with a map of Austin ISD priorities.
- Provide leadership to define and develop ideas for program improvements and ensure alignment with the Strategic Plan policies, goals, and strategies; work with other Austin ISD staff to identify, pursue, and maximize funding opportunities.
- 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.

Lead the development of proposals and other fundraising efforts including major gifts, corporate support and annual giving for funding support for major Austin ISD initiatives.

- Ensure alignment with the Austin ISD Strategic Plan and priorities.
- Develop, facilitate, write, and submit multiple proposals and other funding documents for external funding support for major Austin ISD initiatives and top priority grants that advance the District's strategic plan, including budgeting, reporting, and evaluation required by external funding sources; ensure grant submission criteria are met in grant proposals.
- Lead and support major gift and annual campaigns that support Austin ISD priorities.
- Provide leadership and guidance to the Austin Public Ed Fund regarding fundraising efforts and work to ensure efforts are coordinated with the Office of Innovation and Development.
- Act as a liaison with state, federal, and private foundations issuing funding.

Lead and coordinate implementation of systems and processes for the effective implementation of fundraising activities, including:

- Lead and manage Office of Innovation and Development staff and contractors to meet resource development goals.
- Develop standard operating relationships between the Office of Innovation and Development and other district offices, including Finance, Human Resources, Purchasing, Program Evaluation, Operations, and Communications and Community Engagement.
- Develop, communicate, and implement new Austin ISD processes, policies, practices, and procedures related to fundraising initiatives.
- Effectively utilize databases to manage information and projects and use reporting to drive planning and strategy development.
- Work with the Office of Innovation and Development Team to develop and implement a communication and outreach plan that supports ongoing communication with internal and external stakeholders regarding development work; support partnership and cultivation efforts; and establish a regular reporting rhythm and structure to share results of key initiatives to district, local, regional, and national partners and educators.
- Develop and provide professional development and training to district administrators, program managers, and campus staff regarding the grant development processes, practices, and procedures, methods for successful fundraising, and compliance with Austin ISD expectations and systems.

Coordinate other tasks as assigned to support the Office of Innovation and Development including but not limited to the following:

- Manage/monitor budget and assigned Office of Innovation and Development initiatives as well as review invoices for the Executive Director's signature and approval.
- Plan and prioritize annual goals and objectives for resource development. Continually adjust short-term plans based on updated information and circumstances. Annually prepare a five-year plan to establish long-term goals.
- Conduct annual appraisals of supervised staff. Provide written and verbal feedback on strengths and areas needing improvement noted during the appraisal process.

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

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Director of Resource Development and receives general direction from the supervisor. This position has regular contact with community service providers, 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: