



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Chief Community Engagement Officer

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Reports to:	Superintendent of Schools
School/Department:	Community Engagement
Pay Grade:	Administrative Management/EX1
Wage/hour status:	Exempt
Work Days:	226
Created/Revised:	September 2025

Primary Purpose:

The Chief Community Engagement Officer leads strategies to build partnerships with parents, community members, businesses and organizations to support student success and the district's goals. Key responsibilities include coordinating and managing engagement programs such as the district's volunteer programs, campus parent groups, business and community partnerships and serving as Executive Director of the Humble ISD Education Foundation. Additionally, this position oversees the competitive grants life cycle process, securing and stewarding outside competitive funding that supports district priorities.

Qualifications:

Education/Certification:

- Bachelor's degree in Nonprofit Management, Business, Public Relations, Education or closely related field from an accredited college or university recognized by the US Department of Education. Master's Degree preferred.

Special Knowledge/Skills:

- Extensive knowledge of fundraising principles and techniques, professional standards and legal parameters regarding fundraising activities
- Skill in providing visionary leadership for the district's community engagement efforts, aligning them with the district's strategic goals
- Skill in building strong stakeholder relationships, ensuring they are actively involved in supporting the district's mission
- Skill in providing exceptional communication, public relations, and interpersonal capabilities to build trust and rapport with a wide range of individuals
- Skill in presenting materials and making effective presentations in a comprehensive and organized manner
- Skill in overseeing, organizing, and coordinating district-wide programs
- Skill in using data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement
- Skill in short and long term master strategic planning
- Skill in working collaboratively and cooperatively with others across a complex organization with numerous stakeholders and facilitating groups to consensus
- Skill in gathering/organizing/analyzing/interpreting data, utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in managing staff, volunteers, team building, operations, projects, and budgets on a large scale
- Skill in troubleshooting issues, making sound judgment, decisions, and recommendations
- Skill in maintaining confidentiality of privileged and sensitive information
- Skill in the use of software packages such as Microsoft and Google platforms, Financial system (Tyler MUNIS preferred), and email system
- Ability to manage and coordinate diverse functions through subordinate direct reports
- Ability to manage multiple complex tasks simultaneously and independently to meet deadlines



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- Ability to motivate, lead, and challenge a team, establish goals, objectives and action plans to achieve District goals
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively, both verbally and written, utilizing tact and diplomacy
- Ability to maintain effective working relationships with District staff, outside organizations, elected officials, and the general public

Experience:

- Minimum ten years of professional fundraising experience in a leadership role with successful record of achievement in soliciting and securing major gifts, annual planning, donor services and corporate funding
- Extensive experience in leadership roles, working with school boards, superintendents, community leaders and diverse populations
- Experience in writing grants and funding proposals
- Experience working with Education Foundations preferably in a leadership role

Major Responsibilities and Duties:

Department Administration Operations

1. Demonstrate leadership in building and maintaining community and business partnerships that support school/district goals.
2. Develop and implement district level programs such as Volunteer/Student Mentor Programs, Partners in Education Program, Super Staffers Program, etc.
3. Plan, direct and supervise the preparation and production of all publications and development and maintenance of all mailing lists and audiovisual productions.
4. Maintain membership in appropriate professional groups, organizations, associations and community service clubs.
5. Oversee the budget for the community engagement department, allocating and expending resources with fiduciary responsibility.
6. Serve as member of the Superintendent's Cabinet and participates in the strategic planning process to meet the district's mission and goals.
7. Provide input in the development of policies and administrative guidelines for areas of responsibility, and support the implementation of programmatic goals and objectives on a district-wide basis.
8. Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.
9. Build synergistic partnerships among principals, parents, businesses, and other community stakeholders, and establish relationships with community leadership and stakeholders to build support for District programs. Represent the Superintendent of Schools as needed to clearly articulate system priorities, policies, and interests.
10. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
11. Conduct professional development and training, including preparing training materials for staff and board members.
12. Serve as a resource for legislative issues impacting State funding and other operations of the District.
13. Keep abreast of legislative developments during the legislative session.
14. Assist the Superintendent in the review of all Board agenda items.
15. Plan and conduct needs assessments for growth and improvement of district operations.
16. Demonstrate high expectations for staff performance and evaluate performance to ensure effectiveness.



17. Serve as a member of the District's Emergency Response Team.

Education Foundation

1. Serve as the administrative liaison in the capacity of Executive Director between the Foundation and the Humble ISD.
2. Design and execute a comprehensive fundraising strategy, including annual campaigns, major gifts, corporate partnerships, grants, special events and endowment growth.
3. Work closely with the Board of Directors to ensure strong governance, transparency and accountability and providing board members with the tools and support to serve as effective ambassadors for the Foundation.
4. Ensure funds are awarded and managed in alignment with donor intent and organizational priorities and communicating the impact of the Foundation-funded grants, scholarships and initiatives to stakeholders.
5. Cultivate and steward relationships with donors, sponsors, alumni and community partners, ensuring the Foundation continues to grow in impact and sustainability.
6. Oversee the Foundation's budget, financial health, and compliance with applicable regulations and policies.

Board and Community Relations

1. Provide information to board members upon request also keeping Superintendent informed.
2. Attend all committee, regular and special board meetings as requested by the Superintendent for the purpose of informing and interpreting all matters related to data quality and accountability.
3. Demonstrate skill in anticipating, managing and resolving conflict with administrators, parents, teachers, staff and community
4. Promote a positive image that supports the vision and mission of the district.
5. Demonstrate effective interpersonal skills in relating to and communicating with staff, school board, community and media.
6. Promote an open collegial environment among staff and develop positive staff morale.

Budget and Inventory

1. Administers the Community Engagement and Education Foundation budgets and ensures that programs are cost-effective and funds are managed wisely.
 - a. Monitors and evaluates departmental programs within areas of responsibility for effectiveness and efficiency.
 - b. Updates departmental improvement plans as needed for status updates, new initiatives, etc. Provides updates to the Superintendent for inclusion in the Strategic Improvement Plan.
 - c. Develops applicable budgetary packages based upon budgetary guidelines and needs identified in applicable department improvement plan(s) for submission to the Superintendent or designee during the budget development process.
 - d. Monitors, maintains and manages applicable departmental budgets for adherence to budgetary and purchasing procedures, appropriate expenditures, and timeliness.
 - e. Communicates with subordinate staff information related to the District's financial planning and budget development process.
2. Compiles budget and cost estimates based upon documented program needs.

Policy, Reports, and Law

1. Comply with policies established by federal and state law, State Board of Education rule, and local board policy law.
1. Monitor and interpret the impact of proposed or enacted legislation.
2. Compile, maintain, file and present all computerized and physical reports, records, and other documents required.
3. Review and recommend revision of Board Policy to the Superintendent as necessary.



4. Prepares and presents agenda items and related information concerning the District to the Superintendent and/or Board of Trustees and related committees.

School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District positively at all times, and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision-making with coworkers, supervisors, Board of Trustees, other district personnel, outside agencies, and organizations.
3. Promote an open, collegial environment among staff and develop positive staff morale.
4. Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and department.
5. Demonstrate skill in anticipating, managing, and resolving conflict.

Communication

1. Maintain a positive and effective working relationship with the Superintendent, Board, coworkers, employees, outside agencies and organizations, and the general public.
2. Effectively communicates with colleagues.
3. Provide outstanding customer service while maintaining the highest level of confidentiality, attorney/client privilege and discretion of privileged and sensitive information.
4. Maintain good judgment and decision making when dealing with supervisor, co-workers, Board of Trustees, other elected officials, employees, and outside agencies and organizations, and the general public.

Personnel Management/Supervisory Responsibility

1. Supervise and evaluate performance of professional and support staff assigned to the division.
2. Manage, conduct, and make sound recommendations regarding supervisory activities in the areas of interviewing, selecting, and recommending personnel placement or dismissal, training, professional development, counseling, and performance evaluations with review and approval by the Superintendent and the Human Resources Department.
3. Prepare, review, and revise job descriptions in the assigned areas with approval by the Superintendent and the Human Resources Department.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the Superintendent or designee.
2. Attend professional growth activities to maintain awareness of current research and legal topics and remain current on new and emerging technologies.
3. Attend training on various software/hardware that is being supported by Humble ISD and maintain a working knowledge of the same.
4. Actively participates in professional organizations; takes the initiative to provide leadership in addressing the challenges facing the profession.
5. Maintain an organized work environment.
6. Perform other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress

Work with frequent interruptions

Occasional travel outside of school district boundaries

Workload is deadline drive and must be able to meet ongoing deadlines

Prolonged use of equipment and computer with repetitive hand motions



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Requires performing tasks including standing, walking, bending, stooping, and sitting
Prolonged and irregular work hours - flexibility with schedule
Extended hours or non-business hours may be required to lessen impact with district operations
Work location assigned requires physical presence in office
Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____