Job Title:	Director of Foundation & Grant Development	**Wage/Hour Status:**	Exempt
Reports To:	Superintendent	**Pay Grade:**	Professional Pay Grade 1B
Dept. /School:	Administration Building	**Date Revised:**	May 20, 2011

Primary Purpose:

Responsible for the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will complement and provide financial assistance to the Mansfield Independent School District Education Foundation and the Mansfield Independent School District.

Qualifications:

Education/Certification:
Bachelor or Master's degree in business administration, communication, or appropriate field
Comprehensive fund raising experience in a management position

Special Knowledge/Skills:
Communicates effectively and demonstrates interest in professional growth.
Energetic executive with a proven record of successful marketing, communications, grant writing, and general fund raising for non-profit organizations.

Experience:
Three years experience in management position

Major Responsibilities and Duties:

1. Coordinate all meetings and functions of the Board of Directors.
2. Assists the Board of Directors in development of a master plan and monitors progress of both short and long-term goals.
3. Directs development program to cultivate, motivate, and solicit individual, foundation, and corporate donors, which includes the development and maintenance of a computerized system of donor information and reports on trends.
4. Maintains current knowledge of developments and practices in fund raising, planned giving, and tax laws related to charitable giving (to include annual giving, annuities, grants, memorials, and tributes).
5. Coordinates Foundation and District grant applications for funds from private-sector resources.
6. Administers, supervises, and evaluates all grants and grant activities.
7. Provide staff development opportunities to develop grant writing skills.

8. Plans, directs, and supervises the preparation and production of all publication of all publications and development and maintenance of all mailing lists and audiovisual productions.
9. Provides advice, counsel, general departmental support to all volunteer organizations and committees regarding communications, operations, and development.
10. Serves as official representative and spokesperson for the Foundation.
11. Maintains membership and represents the foundation in appropriate professional groups, organizations, associations, and community service clubs.
12. Provides community awareness programs through presentations to clubs and organizations, publications, and special programs.
13. Plans, directs, and supervises implementation of the Foundations' internal and external public relations program.
14. Responsible for development of effective media relations.
15. Recommends and institutes programs and projects on predetermined timetables.
16. Serves as administrative liaison between the Foundation and the Mansfield Independent School District.
17. Supervises, directs, and/or performs clerical details necessary to the operation of the Foundation and the grants as funds received.
18. Investigates and determines the adaptability of successful fund raising programs of other voluntary non-profit organizations.
19. Assists in preparing the annual budget.
20. Coordinates Foundation affairs with existing school/community partnership programs.
21. Performs other responsibilities as assigned by the Foundation's Board of Directors.
22. Demonstrates use of appropriate and effective techniques to encourage community and parent involvement (i.e. volunteer programs).
23. Coordinates and facilities district wide campus volunteer programs.

Supervisory Responsibilities:

Supervise and evaluate support staff assigned to the office of foundation and grant development.

Equipment Used:

Computer, calculator, fax machine, copier, printer

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate articulately (written and verbal), respond to emergency situations, conduct research and obtain accurate information, make decisions quickly, and maintain composure when dealing with stressful situations.
Frequent extended work hours during evening or on weekends; frequent travel to District campuses.

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