



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	DIRECTOR RESOURCE DEVELOPMENT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8434
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the department which bears district-wide responsibility for locating and obtaining external discretionary funds; plans and implements activities which will secure funds to address the needs and goals of the District as a whole and of multiple departments and schools; collaborates with other departments, community agencies, and the public to increase the District's level of discretionary funding.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and provides direction to the ongoing search for external funding from all sources, including federal, state, community, private, corporate and foundation

Works cooperatively with system-wide service staff, local school staff, and the Jefferson County Public Education Foundation to identify District needs and to match those needs with potential funding sources

Disseminates to appropriate District and community personnel information about forthcoming funding opportunities, and assists community and university personnel in developing and submitting grant proposals which would benefit the school District as well as the community

Meets regularly with federal program and foundation staff to discuss District strengths and needs and to explore possible funding avenues

Develops and implements fundraising initiatives including special events and planned giving with input from appropriate persons

Provides staff development training in grant proposal writing and fund raising and, upon request, advises District, community, and local school staff in these areas

Provides ongoing technical assistance to project directors regarding the implementation of discretionary funding

Works with District, foundation, and federal program staff to create new funding opportunities and to advise on the likely impact of proposed legislation as it relates to discretionary funding

Directs the activities of the Resource Development department staff and manages the budget for the Resource Development cost center

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weight. The work requires activities involving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's degree

Successful administrative, supervisory and/or consultant experience

Four (4) years of experience in fund raising including grant proposal development
Skill in oral and written communication
<b>DESIRABLE QUALIFICATIONS</b>
Demonstrated knowledge of learning theory, program planning, and program development
Knowledge of all departments and instructional programs within the school District
Ability to use personal computers and appropriate software
Experience in a diverse workplace