

Job Title: Director Federal/State Programs and Fund Development
Wage/Hour Status: Exempt

Reports to: Executive Director Strategic Planning and Design
Pay Grade: 108

Dept./School: Federal/State Programs and Fund Development
Date Revised: May 26, 2023

Primary Purpose

Coordinate and lead the implementation of Federal/State Programs as well as Direct and manage the district's centralized fund development processes to provide the best educational service with financial resources available.

Qualifications

Education/Certification

Bachelor's Degree

Special Knowledge/Skills

- Proven track record in fundraising and establishing critical partnerships
- Successful history of grant writing and fundraising
- Demonstrated ability to work with business, community and public entities
- Demonstrated ability to provide effective oral and written correspondence, proposals, marketing materials, grants, and solicitations
- Ability to interpret policy, federal and state funding regulations, regulation procedures and data
- Ability to manage budget, personnel, and coordinate district grants, entitlements, and donations
- Ability to stay on task within the context of the big picture goal
- Ability to handle sensitive and confidential matters with appropriate discretion
- Demonstrated integrity
- Ability to work in a fast-paced environment
- Self-motivated and confident

Experience

Five (5) years combined experience in two or more of the following areas: Federal/State Programs, non-profit management, fundraising, public relations, communications and marketing, grant writing and school district funding.

Major Responsibilities and Duties

Program Management

1. Implement Federal and State Requirements of Every Student Succeeds Act ESSA.
2. Coordinate and serve as the district liaison for State Program requirements.
3. Develop and implement a strategic plan for a strong fund development initiative.
4. Oversee the Federal and State Programs Requirements for the district to ensure alignment with districtwide goals and objectives.
5. Champions District initiatives to potential funders and stakeholders.
6. Direct the organization, fund development and strategic planning to assist in meeting the district's funding goals.
7. Develop and compile needs assessment for District campuses and departments and use the data to create strategic fund utilization strategies.
8. Identify and qualify potential major partnership prospects, and design and implement successful cultivation and solicitation strategies.
9. Oversee Federal/State Programs and Fund Development Department to help achieve District's goals.

10. Develop and track proposals and reports for districts discretionary, externally funded and philanthropically funded sources.
11. Assist in the coordination of externally funded school projects with the regions, principals, campus committees, instructional personnel, and other staff as appropriate.
12. Develop community relationships, and direct solicitation programs and events to cultivate, motivate, and solicit individual, non-profit, and corporate donors.
13. Coordinate and write application, grant and endowment requests for funds from the corporate and private sector.
14. Oversee and serve as the main point of contact and primary compliance agent for discretionary grants submitted by the District.
15. Oversee the research of grant opportunities and information for the purpose of analyzing potential funding sources, and implications, to make recommendations and/or address a variety of other administrative needs.
16. Collaborate with District personnel and peers in other Districts for the purpose of applying for or implementing discretionary grant funded programs.
17. Facilitate communication and coordination among administration for the purpose of meeting grant guidelines and ensuring overall grant compliance.
18. Attend school board meetings and prepare reports for the Board, as requested.
19. Implement a systematic process for responding to campus, parental, and community inquiries.
20. Perform other duties as assigned by supervisor.

Policy, Reports and Law

21. Oversee administrative tasks required to carry out the department’s mission and objectives.
22. Regularly report status of federal/state programs and fund development to Superintendent and Board of Trustees.
23. Adhere to District policy and state guidelines.
24. Prepare performance evaluations of assigned personnel.
25. Recommend and assist in writing policies related to grant compliance.
26. Keep abreast of changes in federal and state statutes relating to education.

Budget and Inventory

27. Coordinate and oversee Federal/State Programs and Fund Development Department budget and events.
28. Collaborate with Research and Evaluation, Finance, Gifted and Bilingual Education and others to make effective use of discretionary grant funds.

Supervisory Responsibilities

Supervise assigned personnel.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent district-wide travel; frequent prolonged working hours.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices because of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the district compliance officer, Rosa Ramos, at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.