



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Development and Partnership Office - Assistant
Payroll/Personnel Type:	12 Month
Job #:	300
Reports to:	Development Officer
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Assist the Development and Partnership Officer in performing the duties required to establish and maintain a wide range of partnerships and secure financial resources from corporations, foundations, associations, donors, and competitive government grants to meet the needs of individual schools, departments, and district-wide initiatives.

Perform duties required to coordinate and develop model programs or events that are generated through donor-initiated projects and activities; monitor the funding process of donations received by the office; research, write and edit grant proposals.

Essential Functions:

- Respond to the financial resource needs of leadership team members, individual principals, and other district staff as requested by the Development and Partnership Officer
- Coordinate, plan, and implement events and activities that are generated through donors fulfilling the needs of district personnel
- Assist the Development and Partnership Officer in serving as the liaison to the St. Louis Public Schools Foundation and Parsons Blewett Memorial Fund in maintaining ongoing partnerships
- Prepare correspondence for donors as directed by the Development and Partnership Officer
- Create, review, and edit proposals individually or in collaboration with Development and Partnership grant writers
- Research grants opportunities through publications, the internet and individual contacts
- Monitor funding process for donor-generated initiatives
- Attend philanthropic, individual, foundation, corporate or community-related meetings as assigned by the Development and Partnership Officer
- Develop and maintain a database of all funded grants and partnerships
- Monitor the process and success of piloted initiatives
- Assist Development and Partnership Officer in performing essential duties as requested

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to communicate clearly, concisely, and persuasively in writing or orally
- Ability to be well organized and detail-oriented
- Ability to apply principles of creativity and design

Experience:

- Requires broad knowledge of a discipline equivalent to a complete college or university education



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- Minimum of one-year job-related experience

Education:

- Bachelor’s Degree from an approved college or university or equivalent capabilities

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Immediate Supervisor	Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.