



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

Position Title:	Development and Partnership Officer
Payroll/Personnel Type:	12 Month
Job #:	8798
Reports to:	Superintendent
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Create and manage a unified strategy that engages donors, community partners and volunteers in order to secure resources, both in-kind and financial, in support of individual schools as well as district-wide initiatives.

Essential Functions:

STRATEGY

- Create and execute an annual strategic development and partnership plan, tied to the objectives in the District's Transformation plan
- Discuss with principals, leadership team members and other district staff specific resource needs; plan with the same individuals to secure the resources needed

DEVELOPMENT

- In collaboration with the Saint Louis Public Schools Foundation, identify and pursue prospective individual, corporate, association and foundation donors
- Create, review and edit proposals to fulfill school, network, and district-wide needs
- Research and write grants
- Oversee one or more contract grant writers
- Maintain donor records in donor database
- Maintain a grant dashboard to keep track of grants received, in process, declined, etc.
- Prepare correspondence related to donors and prospective donors
- Serve as liaison to the St. Louis Public Schools Foundation
- Attend philanthropic individual, foundation, corporate or community related meetings
- Prepare grant and administrative reports as required or needed for reporting purposes
- Analyze current and innovative fund raising and development literature
- Research current educational topics through publications, internet and individual contacts

PARTNERSHIPS

- Facilitate partnerships with corporations, foundations, governmental and nonprofit agencies to develop initiatives
- Coordinate the network of nonprofit service providers who support school, providing relevant communications and programming
- Oversee the Office of Volunteer Services
- Plan and execute special events supporting key district initiatives
- Perform related duties or special projects



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Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Outstanding interpersonal communication skills – verbal and written
- Strong computer fluency & understanding of social media
- Strong organizational abilities
- Highly detail oriented with exceptional follow-through
- Flexible and takes initiative, ownership and creative problem solving
- Ability to work some evenings and weekends
- Open to feedback, desire to continue development as a professional and willingness to take responsibility for outcomes

Experience:

- Minimum of five years' experience in fund raising for a not-for-profit entity, supervisory responsibility preferred

Education:

- Bachelor's Degree (required)
- Master's Degree (preferred)

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
- 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

Date

Immediate Supervisor

Date



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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.