

Danville City School District

Coordinator I - Business Partnerships (499)

JOB POSTING

Job Details

<i>Title</i>	Coordinator I - Business Partnerships
<i>Posting ID</i>	499
<i>Description</i>	

GENERAL DEFINITION OF WORK

Under the supervision of the Chief Human Resources Officer, the Coordinator I - Business Partnership is responsible for identifying, developing, and managing business development activities, significantly contributing to the development of new partnerships and funding opportunities in support of District initiatives. Serves as the Director of the Danville Public Schools Education Foundation and is responsible for managing and directing the Danville Public Schools Education Foundation, including meeting and planning with the Foundation's Board of Directors on committee functions and fund development activities, and serving as the liaison between the Foundation and DPS.

ESSENTIAL FUNCTIONS

- Plan and conduct the meetings and activities for the Foundation Board of Directors
- Manage the Foundation Board of Directors; organize quarterly Board of Directors' meetings; plan Executive Committee and Special Committee meetings; and maintain regular correspondence with the Foundation board members
- Plan, develop, and manage the implementation of an overall fundraising strategy and plan which includes a diverse range of funding streams
- Plan, develop, and establish a Business Advisory Committee (BAC) as a strategy for engaging local business and industry in developing partnerships with Danville Public Schools
- Identify, manage, and maximize relationships with individuals, agencies, funding organizations, and businesses, which will contribute financially in support of Danville Public Schools' initiatives.
- Develop and manage an Adopt-A-School program where area businesses partner to meet the needs of each school in the District
- Serve as spokesperson for the Foundation to civic and community groups and principals' meetings and present at local and regional workshops
- Perform marketing activities, including the distribution of press releases and management of website and social media platforms
- Design annual reports, brochures, presentations, and other marketing material
- Prepare and publish annual reports summarizing all activities relating to DPS partnerships and the Foundation
- Study and evaluate all requests from school personnel for projects and programs requiring grant or external funding
- Establish and maintain standard practices and procedures to be used in applying for, receiving, managing, accounting, processing, reporting on, and evaluating results of funds allocations, grants and resources provided by external sources
- Provide and coordinate with designated school personnel a structured program to make available to students career development opportunities within the business community, including employment, cooperative education, mentorships, internships, and shadowing
- Organize a yearly Business Partnerships Luncheon
- Find and provide sponsorships for the annual Danville Public Schools Graduate of Distinction Program
- Distribute scholarships to seniors on behalf of the Foundation in all DPS high schools
- Plan and coordinate the United Way campaign for the school system
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Significant knowledge and experience (in either the public or private sector) in fundraising, capital campaigns and educational foundation governance.

- Comprehensive knowledge of the principles, practices and procedures of media, public, and community relations
- Knowledge of school division objectives, procedures, methods, and organization
- Excellent oral and written communication skills
- Ability to work with and through School Board members, administrators, teachers and all support staff
- Ability to conceptualize, initiate, monitor and evaluate new and/or current programs
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates
- Ability to work well under pressure, handle regular and after-hours emergencies and deal with high-level political representatives

EDUCATION AND EXPERIENCE

- Bachelor's degree in business administration, management, marketing, English, journalism, education, mass communications, or related subjects
- Master's degree preferred
- Must possess significant fundraising experience in either the public or private sector preferably for an educational institution
- Considerable experience as a public relations specialist, business partnership specialist, and/or fundraiser is preferred
- Comparable training and experience may be substituted for the minimum qualifications

Shift Type

Full-Time

Salary Range

\$78,264 - \$113,483 / Per Year

Location

Central Office

Applications Accepted

Start Date

09/02/2022