



Job Title: **Assistant Development Officer**

Department: **District Office**

Supervisor: **Chief of Staff**

Lane Placement: **ESP Lane 11**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Reporting to the Chief of Staff, the Assistant Development Officer provides assistance for the District's fund-raising programs, serves as an assistant to the District's chief fund-raising officer, and completes other responsibilities from the Administration. He/she works closely with the Superintendent, the Cabinet, other District leaders, the CSD Foundation Board of Trustees, and key stakeholders for District fund raising and other assigned tasks. The Assistant will provide dynamic, innovative and fiscally responsible assistance to the fundraising process: establishing and communicating with a comprehensive alumni network; identifying major gift prospects; soliciting donors for major gifts, planning and directing the solicitation of prospects by the Superintendent; and assisting and supporting a cohesive fund-raising team through active communication.

ESSENTIAL FUNCTIONS

- Conducts all business as an ambassador of the District—with integrity and in a professional manner at all times.
- Approaches all encounters with employees, guests, and patrons in a gracious, attentive, courteous, and service-oriented manner.
- Maintains knowledge about Foundation policies and procedures and answers questions within guidelines.
- Assists with the development, maintenance, updating, editing and proofing of District social media sites (Facebook, Twitter, etc.) as directed.
- Uses computer electronic mail to relay messages and respond to patrons.
- Assists the Superintendent, Communications Office and other District staff in preparing and delivering thank-you notes, congratulatory notes, condolences, and other greetings to District employees, students, parents, and other stakeholders.
- Assists the Superintendent, Communications Office, the Development Office and other District staff in preparing and executing special events such as, fundraisers, dinners, banquets, board functions.
- Performs general clerical duties as time allows and needs arise (e.g. reports, proofreading, filing).
- Prepare for and attend meetings of the CSD Foundation Board, and assist the Superintendent in following up with Board requests, as directed.
- Assist in all aspects of the District's comprehensive advancement program, including alumni relations, marketing, annual funds, planned giving, organizational giving, donor relations, and operations.
- Provide assistance to both the district advancement and Development teams.
- Support the district's advancement/fundraising priorities as well as the district's academic and extracurricular goals and objectives.
- Assist in making initial contact with new prospects to arrange meetings with the Development and Major Gifts Officer, Chief of Staff, and/or Superintendent.

- Assist in preparing and revising agreements to meet both donor's specifications and district priorities, ensuring that they meet legal requirements and are consistent with the district's Institutional Advancement Gift Agreement policies and procedures.
- Assist in arranging for donors to meet recipients, overseeing gift acknowledgment, and appreciation.
- Arrange and facilitate meetings with donors, alumni groups, grant-makers, and foundations.
- Perform other duties as the Foundation Board, the Board of Education, the Development Office, and the Superintendent may require.
- Prepare reports for the Foundation Board and Board of Education.
- Work with Superintendent, Director of Public Communications, and others to communicate with alumni, gift prospects, and donors regarding district issues, developments, and successes.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none"> • This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position. • To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. • The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required. • Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor's degree from an accredited university/college or equivalent job experience required.
- Must demonstrate competence in proof reading, editing, and writing.
- Requires ability to communicate orally and in writing with precision in grammar, punctuation, and spelling.
- Requires outstanding interpersonal skills. Extensive interaction with parents, the public, administrators, teachers, vendors, and donors in answering calls and greeting visitors.
- Requires ability to recall data and information with accuracy.
- Must demonstrate competence in use of computers, including proficiency with Microsoft Word programs (Word, Excel, etc.).
- Must possess good sense of humor and ability to work in a fast-paced, executive office environment with very high expectations.
- Must possess outstanding organizational skills, strong time management skills, and the ability to juggle and manage multiple tasks.
- Demonstrated competency in the best practices nationally regarding fundraising, development, and philanthropy.
- Demonstrated ability to organize.
- Significant track record of personal success in donor cultivation, solicitation, and stewardship.
- Five years actual experience with fund raising and event coordinating required.
- Experience in volunteer recruitment and management.

- Ability to work a flexible schedule, including nights and weekends, and ability to drive a reliable, personal vehicle.
- Requires outstanding interpersonal and collaboration skills, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and unrelenting focus on customer service. Ability to represent the Office of the Superintendent and the Foundation Board in a polished and professional manner to alumni, parents, business leaders, donors, and foundations.
- Must possess great sense of humor, outstanding flexibility, ability to work in a fast-paced environment, and skill at directing tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must have advanced written and verbal communication skills.
- Excellent computer and presentation skills required.
- Experience working with, or reporting directly to, elected or nonprofit governing board strongly required.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization skills and initiative, and a professional, courteous demeanor suitable for working at the executive level in a fast-paced, innovative environment.
- Standard office machines and equipment.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: _____ 6/8/2020 _____