



Job Title: **Partnerships and Volunteer Coordinator Level 1 & 2**

Department: **District Office**

Supervisor: **Chief of Staff/Canyons Education Foundation**

Lane Placement: **ESP lane 17-18**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

JOB DESCRIPTION

Under the direction of the Superintendent, Chief of Staff, and Canyons Education Foundation, The Partnerships and Community Service Coordinator has primary responsibility for initiating, developing, and directing a comprehensive portfolio of activities to ensure meaningful partnerships between the school district, Canyons Education Foundation, and community stakeholders, including parents, senior citizens, community nonprofit organizations, religious organizations, businesses, and institutions of higher education. Incumbent coordinates and oversees all district volunteer programs. Incumbent also develops and implements a comprehensive volunteer program for the school district. Incumbent develops and oversees service learning and community outreach programs and activities for district personnel, students, and patrons, and is expected to seek and administer federal community service funding available under the national Serve America Act.

The Partnership and Community Service Coordinator will work collaboratively with schools, Parent Organizations, PTA's, alumni groups, corporations and foundations in Utah and out-of-state to acquire funding and support for appropriate programs. Duties also include program development/ management, stewardship, and donor recognition.

ESSENTIAL FUNCTIONS

- Initiate and direct community partnerships with nonprofit organizations, individuals, religious organizations, foundations, parent groups, senior citizens, businesses and institutions of higher education.
- Develop and direct the district's volunteer programs and activities.
- Develop and manage budgets related to volunteers, community partnerships, and service learning initiatives.
- Develop and direct service learning programs for middle and high school students, including programs funded by the national Serve America Act, as well as organizations such as Ken Garff Keys to Success, Big Brothers, Big Sisters, Junior Achievement.
- Assist in the maintenance of the Canyons Education Foundation's donor management database system, including developing and following through with required accounting procedures and policies.
- Assist as a team member in grant research for possible funding.
- Assist in the coordination of Board of Education meetings and events. Seek and obtain grant funding for service learning and community service programs, including those funded by the federal government under the Corporation for National and Community Service.
- Coordinate with the Canyons Education Foundation to develop business partnerships and raise private funding for school programs and activities
- Serve as a liaison for the Superintendent with business organizations, including local, regional, and state Chambers of Commerce.
- Develop and implement partner relationships with other school districts in Utah and throughout the United States.
- In coordination with the Superintendent's Leadership Team, develop and direct a district-level K-16

Alliance in partnership with one or more regional institutions of higher education.

- Perform other duties as the Foundation Office of Development and Chief of Staff Office may require, including but not limited to:
- Attend professional conferences as assigned.
- Assists in the planning and achievement of short- and long-range goals established by the Foundation Board, the Superintendent, and the CSD Board of Education.
- Identifies potential contributors to ongoing programs and special projects through research of new donors, examination of CEF donor history, and knowledge of community.
- Coordinates development efforts for special projects.
- Assists with any direct mail campaigns to reach potential contributors.
- Assists with donor recognition programs.
- Under the direction of the Chief Development Officer plans and coordinates benefit events such as banquets, auctions, or other fundraisers.
- Assists in solicitation drives for pledges of ongoing support from individual donors, corporations and foundations.
- 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.
- 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 in accounting, business, management, marketing, public relations, or other related field required. Master's degree preferred.
- Demonstrated experience with or knowledge of nonprofit organizations, volunteer organizations, fundraising policies, procedures and techniques, donor acquisition and cultivation;
- Accounting background preferred.

- Requires minimum of 5 years of previous job related work experience with demonstrated competence.
- Must demonstrate competence in proof reading, editing, and writing.
- Requires ability to communicate orally and in writing with precision in grammar, punctuation, and spelling.
- Substantial experience managing budgets.
- Requires outstanding interpersonal skills, impeccable integrity, 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. Interacts with principals and teachers, parents, leaders of nonprofit and religious organizations, legislators, grant funders, senior district staff, and the general public.
- Requires ability to recall data and information with accuracy.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, PowerPoint, etc.) and digital publishing applications required.
- Must possess good sense of humor and, 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 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.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level and interacting with the media on a regular basis.
- 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.
- 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 X_____

HR X_____

Effective date: 6/8/2020