



Job Title: **Development Officer**
 Department: **External Affairs**
 Supervisor: **Director of External Affairs**
 Lane Placement: **ESP Lane 17**
 Schedule: **8 hrs/ 242 days** Evaluation Group: **JCES**
 FLSA Classification: **Non-exempt**

JOB DESCRIPTION

The Development Officer ensures a coordinated approach to development among all of the District's 45 schools, as well as its multiple programs and offices, supporting the District's top strategic priorities and academic achievement plan. Active in the community, the Development Officer personally participates in the identification, solicitation, and stewardship of major gifts, grant writing and donor event planning. It will assist the Superintendent, External Relations Director, and Public Engagement Coordinator in meeting long-and-short term philanthropy goals to effectively support Canyons District. The chosen candidate will have a working knowledge of K-12 Public Education and a desire to be effective in this environment.

This position also serves as staff to the Canyons School District Education Foundation, coordinates efforts of the External Relations team for Foundation events and plans/implements all of the Foundation's activities in support of the District. The successful candidate is an articulate, connected community leader who successfully motivates major gift programming through knowledge, words and actions.

The Development Officer is responsible for development, corporate relations, scholarship coordination, grant writing, Foundation financial oversight and donor services. Working under the External Relations Director, Canyons Board of Education and with the Superintendent and designee, this senior official sets ambitious, clear, and achievable goals. This person will be called upon to represent the District at community events and on certain committees within the community.

ESSENTIAL FUNCTIONS

- Recruit and organize qualified individuals to serve as members of the CSD Education Foundation Board.
- Prepare for, attend, and support meetings and members of the CSD Education Foundation Board, Finance Committee and other committees as required.
- Responsible for corporate relations, annual campaign, planned giving, organizational giving, donor relations, Foundation fundraising events and support of district partnerships.
- Responsible for managing endowed scholarships, Foundation scholarships and donor scholarships including relationships and distribution.
- Manage school and district donations over the amount of \$500, both monetary and in-kind.
- In consultation with the Superintendent, designee, External Relations Director and Foundation Board, develop, lead, and execute a plan to implement a major 5-year capital campaign, including building the endowment and a comprehensive deferred giving/planned giving program.
- Prepare and execute stewardship tasks, including arranging for donors to meet recipients, overseeing gift acknowledgment and appreciation.
- Manage and effectively produce fundraising events and activities.
- Arrange and facilitate meetings with donors, alumni groups, grant-makers, and foundations.
- Utilize and manage databases to accurately record and track development and giving activities.

- Assist Public Engagement Coordinator in the development of an alumni database.
- Demonstrated knowledge of budget and financial management skills.
- Experience in a role requiring demonstration of analytic skills used to set strategic goals and assess outcomes.
- Assist in managing all social media platforms utilized in the Office of Development, including the Foundation's Facebook page, Twitter account, LinkedIn, website and other social media tools.
- Perform other duties as the Foundation Board, the Board of Education, Director of External Relations and Superintendent or designee require.
- Support other External Relations, Board of Education and District events as required.
- Prepare reports and written communications for the Superintendent, the Foundation Board, and Board of Education.
- Attend professional conferences as assigned.
- Travel both in-state and out of state to meet with potential donors, gift prospects, and to attend conferences and meetings of the Utah Association of Public School 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.

QUALIFICATION REQUIREMENTS

- Bachelor's degree from an accredited university/college required.
- Demonstrated competency in the best practices nationally regarding fundraising, development, and philanthropy.
- Demonstrated ability to develop strategic plans, implement programs, organize, initiative and motivate employees and volunteers.
- Dedication to the mission of K-12 Public Education; Canyons District experience preferred.
- Relevant experience in donor cultivation, solicitation, and stewardship.
- Experience managing golf tournaments with a track record of raising at least \$25,000 at such tournaments, as well as cultivating and retaining corporate sponsorships and positive donor relations connected with the tournaments.
- Experience organizing and managing major development events such as fundraising galas, speaker nights, promotional projects, etc.
- Experience managing the financial reporting of a non-profit required.
- Demonstrated experience of building and cultivating positive relationships with nonprofit board members, as well as with elected school board members.

- Demonstrated grant writing experience and examples of success, preferred.
- Demonstrated investment experience, preferred.
- A demonstrated network of contacts among businesses, organizations and individuals in and around the Canyons School District and greater Salt Lake Valley required.
- Experience in volunteer recruitment and support.
- Ability to work a flexible schedule, including nights and weekends, ability to drive a personal vehicle both in and out of state, and willingness and ability to travel by plane out of state.
- 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, External Relations Director 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 superior written and verbal communication skills.
- Excellent computer and presentation skills required.
- Significant 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.

An equivalent combination of relevant education and experience.

[CSD reserves the right to determine the equivalencies of education and experience.]

Machines, Tools & Equipment Used:

- Computer and other standard office equipment.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires the ability to lift a minimum of ten (10) pounds.
- Requires current driver's license and ability to drive personal vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- 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

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ADA _____

HR _____

Effective date: _____ 6/8/2020