



## SCHOOL DISTRICT OF FLAGLER COUNTY

### JOB DESCRIPTION

#### FLAGLER COUNTY EDUCATION FOUNDATION (FCEF) ASST. DIRECTOR OF FUND DEVELOPMENT

##### QUALIFICATIONS:

- (1) Associated degree from accredited two (2) year college or university,
- (2) Bachelor's degree in accounting or in a related field preferred,
- (3) Fund development, grant writing, and/or grants management experience,
- (4) Three (3) years of related experience, and
- (5) A comparable amount of training, education, and experience may be substituted for the above.

##### KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrate excellent oral and written skills to effectively communicate ideas and information to donors, board members, community business leaders, and vendors. Ability to build rapport with stakeholders and promote FCEF's mission. Maintain thorough notes of all communications, projects, fact-finding, and ways to make continuous improvements in operations to get maximum benefits from available resources. Ability to take independent action to identify ways to problem solve and remove barriers using available data. Ability to change or redirect priorities when changes occur, and balance multiple tasks at one time. Assist in event planning, fundraising and willing to work / attend special events as necessary. Be involved in the grant process as needed. Proficient in the use of computers that include contact database management, Microsoft Suite 365, Facebook, Google+, and other social media outlets.

##### REPORTS TO:

Executive Director of the Flagler County Education Foundation.

##### JOB GOAL

The Asst. Director of Fund Development is responsible for taking the lead in developing collaborative partnerships with donors, preparing fund proposals, and managing the FCEF's grants portfolio to increase the capacity of FCEF in the Flagler County School District. The Asst. Director of Fund Development will manage the student senior scholarship programs to deliver FCEF vision to local students. Assist in event planning, grant processing, fundraising, and work with the Executive Director in daily fund development activities. Assist the Executive Director in strengthening its efforts to build a system and culture that supports and retains excellent educators and community partners. Recognize and empowering excellent teachers with opportunities that improve the culture of Flagler County Schools District. Activating community partners to participate in advocacy that supports all students in reaching their potential.

##### SUPERVISES:

N/A

##### TECHNOLOGY ACCESS:

Access to computers and software to perform the essential functions of the job.

## **FUND DEVELOPMENT (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in the administration of the Flagler County Education Foundation by producing a fund development plan that builds and maintains relationships with prospective and current donors.
- \* (2) Maintain and respect sensitive, private, and confidential information related to grants, donors, and advisors.
- \* (3) Manage multiple projects, prioritize deliverables, and handle unanticipated demands and requests from all stakeholders.
- \* (4) Maintain the functionality, integrity, and accuracy of the database systems of the foundation.
- \* (5) Support the fund development efforts of FCEF in collaboration with the Executive Director by researching opportunities for small to large grants, major gifts, and organizational proposals with FCEF partners.
- \* (6) Assist in establishing the development budget to meet monthly, quarterly, and annual funding goals.
- \* (7) Maintain overall donor student senior scholarship program.
- \* (8) Build relationships with business and corporate leaders, foundations, national and local funders, and individual donors to increase FCEF capacity.
- \* (9) Prepare and communicates proposals to prospective donors to increase major gifts.
- \* (10) Assist the executive director in applying for state matching funds, tracking, and reporting educational outcomes and expenses for grants received by the foundation and/or as needed.
- \* (11) Assist in overall fundraising activities and day-to-day office operations.
- \* (12) Ability to work evening and weekend hours throughout the year, as needed.
- \* (13) Perform other incidental tasks consistent with the goals and objectives of this position.

### **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to twenty (20) pounds of force occasionally, and /or up to ten (10) pounds of force as needed to move objects as needed.

### **TERMS OF EMPLOYMENT:**

The salary of the Asst. Director of Student Services is fully funded by the Flagler County Education Foundation. Salary and merit increases shall be paid at a rate determined by the Flagler County Education Foundation Executive Committee and approved by the Flagler County School Board. Benefits shall be paid consistent with the District's approved plan. Length of the work year and hours of employment shall be those established by the District for annual employees.

### **EVALUATION:**

Performance of this job will be evaluated by the Executive Director of the Flagler County Education Foundation.

\*Essential Performance Responsibilities

**Approved 06/19/2018**

**Job Description Supplement Code:**  
**Flagler Schools Strategic Framework –**  
**Salary Lane: FCEF Board Approved**

Date Approved

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