

WEYMOUTH PUBLIC SCHOOLS

Job Description

Job Title: Development Coordinator

Reports to: Assistant to the Superintendent

Qualifications:

- Experience in fundraising, sponsorships, community partner development; public school or non-profit experience a plus.
- Strong interpersonal skills
- Excellent organizational, technical, and communication skills; ability to manage multiple projects independently.
- Knowledge of fundraising best practices and community outreach strategies.
- Proficiency in Google Workspace

General Responsibilities:

The Weymouth Public Schools District Development Coordinator is a part-time position responsible for identifying, developing, and managing fundraising opportunities that generate financial support for the district. The Coordinator is expected to work a school year (183 days) schedule plus an additional 10 days. This position focuses on securing sponsorships for district initiatives and programs, including athletics. The coordinator is also responsible for managing revenue-generating activities for the district, including the district's textile recycling program and in-kind donations, as well as cultivating relationships with community partners.

Essential Duties and Responsibilities:

- Manage the Weymouth Athletics sponsorship program, including identifying and securing sponsors, overseeing banner production, installation, and off-season storage, and maintaining sponsor relationships with participating businesses.
- Develop, implement, and manage district-wide fundraising programs, such as textile recycling and other efforts.
- Work with district and school administrators to identify funding needs and align external support accordingly.
- Establish and maintain relationships with local businesses and community organizations to secure sponsorships, donations, and opportunities to collaborate.

- Maintain accurate records and reporting for all sponsorship programs, donations, and fundraising outcomes.
- Ensure district fundraising programs comply with district policies, procurement guidelines, and ethical standards.
- Support district communications efforts.

Working Conditions:

- Primarily office-based with district-wide travel as needed.
- Occasional out-of-district travel required.
- Requires direct interaction with staff, students, and the community.
- Work hours may extend beyond the regular school day; flexibility and task completion are priorities.

Fair Labor Standards Act (FLSA) Classification:

Non-Exempt

Terms of Employment:

- This is a non-union, part-time (20 hours/week), school-year (10-month) position.
- Some flexibility in schedule with occasional evening/weekend events required.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.