



Development Director

Purpose Statement

The Development Director is responsible for coordinating the BPS Foundation's programs and activities, ensuring effective implementation and maintenance of services, and nurturing potential donors to achieve donation objectives. This role involves organizing fundraising campaigns, managing donor databases, tracking fundraising efforts, and organizing events. The Development Director reports to a development committee consisting of the BPS Superintendent, a BPS Board Member, and the BPS Foundation Board Chair or designated representative.

Supervisory Relationship

Reports to: Development Committee (BPS Superintendent, BPS Board Member, BPS Foundation Board Chair)

Essential Functions

- **Administer Funds:** Manage the allocation and disbursement of operating, grant, and scholarship funds within the established budget to ensure financial resources are used effectively and efficiently.
- **Collaborate:** Partner with BPS parent-teacher organizations, volunteers, and other development entities to build and strengthen relationships that support the Foundation's initiatives and goals.
- **Develop Annual Plan:** Formulate an annual strategic plan focused on the stewardship and sustainability of all donations to the Foundation, ensuring continuous support for the Foundation's programs.
- **Develop Marketing Plan:** Create and implement a 3-year marketing and outreach plan aimed at increasing awareness of the Foundation, its mission, and its programs among key stakeholders and the broader community.
- **Cultivate and Research Donors:** Identify, engage, and research potential donors, including corporations, foundations, businesses, and individuals, using targeted cultivation and solicitation strategies. Leverage data and insights to continuously expand and secure financial support for the Foundation.
- **Implement Foundation Board Decisions:** Execute all decisions and policies adopted by the Foundation Board, ensuring that the Foundation's activities align with Foundation Board directives and organizational goals.
- **Monitor Contacts:** Oversee all interactions with prospective and current donors to ensure they are positive, purposeful, and contribute to building long-term relationships.
- **Oversee Scholarships and Grants:** Manage the entire scholarship and grant process, from overseeing payments to processing applications, ensuring timely and accurate support for scholarship and grant recipients.
- **Provide Guidance:** Offer strategic guidance and recommendations to the Foundation Board regarding the development and refinement of policies and procedures to enhance the Foundation's operations.
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance with organizational standards and regulatory requirements.
- **Attendance:** This position requires prompt and consistent attendance to fulfill job responsibilities effectively.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit, demonstrating flexibility and adaptability in a dynamic work environment.

Job Requirements: Minimum Qualifications

Skills

- Utilize conflict resolution techniques.
- Operate standard office equipment, including pertinent software applications.

- Perform standard bookkeeping.
- Plan and manage projects.
- Prepare and maintain accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Grant administration.
- Community resources and foundation policies.
- Issues related to at-risk youth.
- Bookkeeping practices .

Abilities

- Schedule a significant number of activities, meetings, and events.
- Gather, collate, and classify data.
- Work flexibly with others in various circumstances.
- Analyze data using defined processes.
- Build collaborative relationships.
- Work with constant interruptions.

Responsibility

Work under limited supervision following standardized practices and methods. Direct others within a small work unit. Supervise and provide direction to a shared marketing assistant, ensuring efficient support and alignment with team goals and priorities. Manage budgeted funds within a work unit. Utilize significant resources from other work units as needed. Have a continual impact on the organization's services.

Work Environment

Some lifting, carrying, pushing, and pulling. Significant fine finger dexterity. Generally 60% sitting, 20% walking, and 20% standing. Minimal temperature variations.

Experience

5 years of job-related experience with increasing levels of responsibility

Education

Bachelor's degree in a job-related area

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Salary Grade

PH

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.