Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Coordinator Community & Business Development**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade N**
Prepared/Revised Date:	**September 1, 2026**	Job Code:	**33568**
		Days:	**218**

SUMMARY: Responsible for developing and maintaining partnerships with business, industry, and community while increasing awareness of Poudre School District's identity. The coordinator provides creative leadership in proactively identifying, cultivating, and soliciting new partners and engaging with existing partners. Through regular collaboration with the broader Postsecondary and Workforce Readiness team, including the Career and Technical Education Team, Work-Based Learning Team, as well as PSD leadership, the coordinator will help in identifying opportunities externally that align with internal needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Identify, develop, and manage business partnerships that benefit PK-12 students in PSD.
2. Proactively identify and engage potential strategic partners and develop awareness of engagement opportunities in PSD.
3. Create and deliver presentations to stakeholder groups, including developing high-quality written and visual materials.
4. Represent PSD's interest on community boards and organizations such as the Workforce Development Board, Chambers of Commerce, and identified sector partnerships.
5. Understand CTE programming to support school-based career exploration activities and programs.
6. Recruit, onboard, and manage industry partners in Xello.
7. Attend CTE Advisory meetings and Work-Based Learning Coordinator meetings to communicate new and existing partnerships and provide regular status updates on existing opportunities.
8. Serve as primary contact for CareerWise Youth Apprenticeships and the Chamber of Commerce.
9. Hire and supervise student interns to manage projects.
10. Develop externship opportunities that support teacher professional growth and lead to additional CTE endorsements.
11. Partner with businesses that hire apprentices to promote the apprenticeship pathway and support the development of additional opportunities.
12. Collaborate regularly with the Director of Postsecondary and Workforce Readiness to ensure robust and comprehensive college and career readiness opportunities for PSD students.
13. Oversee PSD Insight program and associated budget.

14. Develop new work-based learning opportunities for PSD students that are aligned to in-demand careers.
15. Appropriately manage Community & Business Development budget.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree required, preferably in Nonprofit Development, Marketing, Business Administration, Public Relations, or Communications
- Minimum of three years of fundraising experience in the nonprofit or philanthropic sector
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Event planning and coordination
- Critical thinking, problem-solving and analytical skills
- Oral and written communication skills
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective
- Ability to protect and maintain confidentiality in all aspects of the job
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the position
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and Microsoft Power Platform
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Postsecondary and Workforce Readiness	
Direct reports:	College and Career Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	

VISION DEMANDS:	Required
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	