



**CLASS TITLE:** DIRECTOR OF FOUNDATION RELATIONS AND ADVANCEMENT

**WORK YEAR:** 12 Months

**VACATION:** 27 Days

**REPORTS TO:** Assistant Superintendent, Strategic Initiatives, Innovation & School Transformation

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Director of Foundation Relations and Advancement develops, leads, and manages a comprehensive advancement strategy to support the Foundation's adopted strategic priorities and drive long-term operational self-sufficiency. The position exercises significant independent judgment as an individual contributor to build donor pipelines, manage community and corporate partnerships, oversee board advancement structures, direct donor databases, and align fund development with District goals.

**REPRESENTATIVE DUTIES:** (*E=Essential*)

- Design, execute, and evaluate a comprehensive annual fund development plan tied to adopted strategic priorities and the operational self-sufficiency goal; lead major gifts, annual giving, donor-advised funds, corporate partnerships, alumni giving, employee giving, sponsorships, grants, planned giving, endowment growth, and stewardship programs. **(E)**
- Establish and manage a complete pipeline system, including prospect research, donor segmentation, cultivation plans, solicitation strategies, stewardship timelines, and progress reporting; create donor-facing cases for support tied to approved priorities. **(E)**
- Implement the Foundation's adopted strategic plan and annual action plan, ensuring all fundable initiatives align with the four approved pillars and clear a formal alignment process prior to launch. **(E)**
- Cultivate and maintain partnerships with higher education institutions, civic leaders, workforce development partners, alumni groups, business partners, and foundation stakeholders. **(E)**
- Support Foundation visibility and strategic engagement specifically connected to the State of the District and designated District events without holding full operational or logistical ownership of district-wide events. **(E)**

- Oversee event-level donor/sponsor financial reporting and post-event stewardship; collaborate with contracted bookkeepers to deliver accurate profit-and-loss statements. **(E)**
- Lead Foundation-specific fundraising, cultivation, alumni, and sponsorship events; develop unique donor experiences, sponsorship tiers, and stewardship moments; support flagship annual donor/alumni events while coordinating sponsor benefits. **(E)**
- Implement a structured Board portfolio system, managing member assignments, prospect lists, talking points, outreach tracking, recruitment strategies, onboarding, and board accountability metrics. **(E)**
- Serve as the primary lead and database administrator for the Foundation CRM (Virtuous or similar system); oversee records, giving history, segmentation, pledge tracking, regular data audits, dynamic dashboards, and reporting infrastructure. **(E)**
- Drive a comprehensive alumni engagement strategy to expand the alumni database, build school legacy funds, manage giving challenges, support class/reunion campaigns, facilitate mentorship opportunities, and deepen alumni stewardship. **(E)**
- Develop and implement a voluntary employee giving campaign in close collaboration with District leadership, communications, payroll, and fiscal services staff. **(E)**
- Identify and secure funding and partnership opportunities tied to career technical education (CTE), dual enrollment, career pathways, internships, the arts, civic engagement, student supports, and scholarships. **(E)**
- Draft high-impact grant proposals, donor reports, annual appeals, and public-facing campaign messaging; translate complex student needs and District priorities into compelling narratives and produce the annual impact report. **(E)**
- Coordinate with fiscal staff and external bookkeeper consultants for advanced accounting needs while maintaining routine oversight of gift handling. **(E)**
- Monitor donor restrictions, endowment guidelines, gift acceptance policies, investment policies, and scholarship timelines; prepare routine financial reports on fund balances, pledges, campaign progress, endowment growth, and sustainability milestones. **(E)**
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Nonprofit advancement principles, fund development lifecycle, and major gifts strategies.

- Planned giving, donor-advised funds (DAFs), annual giving, corporate sponsorships, endowment management, and employee/alumni giving campaigns.
- Nonprofit governance models, board engagement strategies, and volunteer management.
- Advanced CRM platforms, donor database administration, and analytics tools (e.g., Virtuous).
- Prospect research strategies, wealth screening methodologies, and donor pipeline management.
- Fund accounting principles, donor restrictions, gift acceptance policies, endowment reporting, and legal compliance.
- Campaign scheduling, messaging strategy, and cross-functional project management.
- RUSD organization, operations, policies, objectives, vision, and strategic goals.

#### **ABILITY TO:**

- Move high-level volunteers and Board members from high-level discussions into concrete action.
- Manage complex, multi-faceted projects independently within a developing organizational infrastructure.
- Build scalable systems, operational workflows, and data structures.
- Utilize donor data to segment audiences, prioritize solicitations, and produce clear progress reports.
- Maintain strict confidentiality regarding donor, student, family, and employee records.
- Work independently with high autonomy while maintaining alignment with District leadership priorities.
- Exercise high initiative, diplomacy, resilience, discretion, and tact in public engagement.
- Communicate effectively both orally and in writing, including public presentations and compelling proposal development.
- Establish and maintain cooperative, effective working relationships with diverse internal and external stakeholders.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university in nonprofit management, communications, business administration, public administration, education, marketing, or a related field preferred.
- Five to seven (5–7) years of required, progressively responsible experience in professional advancement, fundraising, or institutional development.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License.
- Certified Fund Raising Executive (CFRE) credential preferred.
- Flexible schedule requiring evening and weekend availability for donor events, Board meetings, school functions, and community activities.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Office environment, school sites, District facilities, donor locations, and event venues.
- Frequent interaction with district administrators, board members, donors, civic leaders, corporate partners, and alumni.
- Driving a vehicle to conduct work and attend meetings/events.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information and make presentations.
- Seeing to read, analyze, and review financial data, reports, and database records.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Bending at the waist, kneeling, or crouching to store or retrieve files and event materials.
- Occasional lifting, carrying, pushing, or pulling of event materials weighing up to 25 pounds