

DIRECTOR OF PARTNERSHIPS AND CIVIC ENGAGEMENT

DEFINITION

Identifies and develops, strategic partnerships and civic engagement initiatives to support District priorities, expand student resources and opportunities.

TYPICAL DUTIES

Provides strategic leadership and advises the Superintendent and senior leadership on external relationships, partnership opportunities, and stakeholder engagement.
Develops and implements District-wide strategies for corporate, philanthropic, civic, and community partnerships.
Liaises with the Board of Education staff, senior management staff, Chambers of Commerce, community committees, corporate executives, civic organizations and leaders, corporate executives, non-profits, and other key stakeholders.
Establishes systems to track partnerships, commitments, outcomes, and impact.
Develops and writes strategic communications.
Establishes and facilitates committees, special teams, and roundtables to improve District services and implement systems to monitor partnerships, commitments, outcomes, and impact.
Coordinates and works with external agencies to identify and secure philanthropic investments, sponsorships, in-kind resources, and other strategic partnerships.
Monitors participation rates, produces post-event and program reports and analyzes results for use in reporting as well as future program design and implementation.
Reviews and evaluates relevant District policies, procurement, legal, finance, and communications to ensure they are aligned with best practices, innovative solutions, and advance the District Strategic Plan.
Conducts research, compiles data, and writes reports, correspondence, memoranda, and bulletins.
Represents the District in business, civic, philanthropic, and community settings.
Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Partnerships and Civic Engagement is responsible for developing partnerships, and civic engagement strategies, and acts as a liaison for the Engagement Office with various community and civic organizations.

The Senior Director of Engagement leads the development and implementation of family and engagement strategies to align District parent and community services with resources in support of student achievement.

The Chief of Communications, Engagement, and Collaboration is responsible for directing and implementing the District's communications, media, and engagement activities and strategies.

SUPERVISION

Administrative direction is received from the Chief of Communications, Engagement, and Collaboration. General supervision is exercised over assigned staff.

CLASS QUALIFICATIONS

Knowledge of:

Business, industry, civic, and community involvement in educational programs and public education.
Community and civic-based partnerships.
Terms and conditions of contracts and partnership agreements.
The ethnic, cultural, and socio-economic diversity of the population served by the District
Corporate social responsibility metrics and rules of engagement
Contractual language related to licensing, student privacy, student safety, program design.
Effective management and supervisory techniques.
Principles of strategic planning, program development, and program review.
Current trends in joint projects between public schools, the private sector and/or nonprofit organizations.
Public relations principles
District organization, operations, procedures, and policies
District oral and written communications standards, methods, media, and their most effective uses.
Current issues of educational policy and procedure

Ability to:

Develop, plan, and implement short and long-range goals and strategies
Develop and sustain external relationships into strategic partnerships
Align messages across different types of media to different audiences
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
Formulate and express ideas effectively in both written and oral forms with all levels of Management and stakeholders
Speak effectively before a variety of groups and solicit cooperation
Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
Exercise independent judgment and initiative
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Compose and edit correspondence, reports, bulletins, and memorandums
Develop efficient methods for obtaining and reporting information
Oversee multiple projects and issues while working effectively under pressure in meeting deadlines
Analyze complex written materials
Supervise, train, and evaluate the work of personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public relations, community relations, public administration, business administration, or a related field.
A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of supervisory or management experience coordinating and implementing corporate philanthropy, strategic partnerships, government and community relations, nonprofit development, public affairs, community and/or civic engagement in a multi-department organization. Experience with public entities, K-12 education, healthcare, nonprofit, governmental, or other public-serving organizations is preferable.

Special:

A valid California driver license and the availability of private transportation or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.
2. Travel to locations throughout the District may be required.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised and Retitled
09-24-26
RGK/LKD