

Jordan School District  
**EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION**

Job Title: <b>Fundraising &amp; Partner Development Coordinator (N40)</b>	Job Family: 08
Department: Jordan Education Foundation (Foundation)	Lane Placement: 11
Supervisor's Title: JEF Administrator	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day/Week: 8 / 40
Original date: <u>12/2024</u> Revised: <u>11/2025</u> Revised: _____ Revised: _____	

### **GENERAL FUNCTION**

Under the direction of the Foundation Administrator, the **Fundraising & Partner Development Coordinator** will provide dynamic, innovative and fiscally responsible assistance to the fundraising process: establishing and communicating with a comprehensive alumni network; identifying major gift prospects; soliciting donors for major gifts, planning and directing the solicitation of prospects by the administration; and assisting and supporting a cohesive fund-raising team through active communication.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Assist in all aspects of the District's and Foundation's alumni relations, marketing, annual funds, planned giving, organizational giving, donor relations and operations.
- Assist in arranging for donors to meet recipients, overseeing gift acknowledgment and appreciation.
- Assist the administrator in support of the District's effort to inform the patrons and employees of the District, the business community and the media regarding all aspects of the Foundation.
- Implement Board of Education (BOE) directives and policies concerning the Foundation.
- Create, design and maintain marketing campaigns for fundraising.
- Attend and take pictures of JEF supported activities and events and edit pictures.
- Arrange and facilitate meetings with donors, alumni groups, grant-makers, and foundations.
- Assist with the development, maintenance, updating, editing and proofing of Foundation social media sites (Facebook, Twitter, etc.) as directed.
- Assist in preparing and executing special events such as fundraisers, dinners, banquets, tournaments and other functions as directed.
- Support the District's advancement/fundraising priorities as well as the District's academic and extracurricular goals and objectives.
- Manage the scholarship process for all JEF supported student scholarships.
- Provide for the direct solicitation of private corporate and community foundations which involve the researching of each foundation and the methods used in creating and submitting grant proposals.
- Develop, implement and maintain a stewardship program aimed at cultivating deeper ties with donors.
- With approval from the administrator, coordinate the expenditures of funds from the Foundation to support, enhance, supplement and enrich educational opportunities and activities.
- Act as a liaison for the Foundation for the Utah State Board of Education in matters related to Public Education Foundations and Incentives for Excellence Programs.
- Represent the District at appropriate local, state and national meetings.
- Assure that the policies, guidelines, programs and activities of the Foundation comply with BOE goals, policies and guidelines.
- Prepare reports for the Foundation Board and BOE.

- Conduct all business as an ambassador of the District—with integrity and in a professional manner at all times.
- Approach all encounters with employees, guests and patrons in a gracious, attentive, courteous and service-oriented manner.
- Maintain knowledge about Foundation policies and procedures and answer questions within guidelines.
- Perform general clerical duties as time allows and needs arise (e.g. reports, proofreading, filing).
- Answer telephones, greet visitors and answer questions from administrators, employees, vendors, donors, District and other officials and the public while maintaining a pleasant and positive office environment.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- Assist with preparation and monitoring of extensive District budgets and, within guidelines, act as a resource for policy, reports, etc. Provide administrator information regarding budget status.
- Follow District procurement guidelines with administrative approval.
- Must be able to provide own transportation as the position requires travel using own transportation to school and District sites.
- This position requires punctual and regular daily attendance at work location.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Bachelor's degree in Business, Communication, Marketing or related field PLUS two to three years of experience in fundraising, grant writing or public relations or an equivalent combination of education and experience.
- Requires ability as an effective fund raiser, capable of developing strategies and providing leadership in fund raising efforts. Significant track record of personal success in donor cultivation, solicitation and stewardship.
- Must be an influential, respected member of the community with high ethical standards and a record of conduct which promotes trust and instills confidence. Represent the District in a professional, ethical and positive manner.
- Requires ability to create, market and design newsletters, fundraising campaigns and website.
- Requires the ability to use a digital camera and photo editing software.
- Requires working knowledge of public education practices and information systems.
- Requires working knowledge of laws and requirements related to soliciting funds and the management of gifts, grants and appropriations.

- Requires advanced interpersonal skills including diplomacy, tact and social judgment. Extensive interaction with the public, administrators, teachers, vendors and donors.
- Must possess a good sense of humor and ability to work in a fast-paced office environment with very high expectations.
- Must possess outstanding organizational skills, strong time management skills and the ability to juggle and manage multiple tasks.
- Demonstrated competency in the best practices nationally regarding fundraising, development, and philanthropy.
- Experience in volunteer recruitment and management.
- Requires ability to communicate both orally and in writing with clarity and precision (e.g. answering questions, composing letters, etc.).
- Requires demonstrated computer software skills (e.g. word processing, spreadsheets, social media and databases).
- Requires ability to represent the District at local, State and National meetings and participate in professional organizations where appropriate.
- Must be able to provide own transportation as the position requires travel using their own transportation to school and District sites.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment
- Operates personal vehicle for occasional inter-District or local travel.

**Physical Requirements – Not limited to the following:**

- Requires ability to lift a minimum ten (10) pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pickup and hold. Uses eyes, ears and voice for communication.
- Primarily an office environment. Some stress may occur from meeting the various deadlines associated with the position. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*