

## DIRECTOR OF DEVELOPMENT AND CIVIC ENGAGEMENT

### DEFINITION

Develops, plans, coordinates, and administers partnerships and civic engagement and grant strategies and initiatives for the Engagement Office.

### TYPICAL DUTIES

Develops and manages civic engagement and grant strategies and initiatives for the Engagement Office.

Liaises with the Board of Education staff, senior management staff, Chamber of Commerce, community committees and civic organizations.

Advises and develops the strategic planning cycle, as well as implementation strategy, for the District by facilitating multiple forums and implementation conversations with multiple stakeholders at all levels.

Develops and writes strategic communications for various meeting formats ranging from policy briefings, community town halls, and conversations with elected, civic, and community leaders.

Initiates, coordinates, and convenes committees, special teams, and roundtables to address recommendations that improve the quality of services offered by the District.

Coordinates with various civic partners.

Oversees internal and external partnerships District-wide to manage and implement engagement, grant, and partnership opportunities.

Monitors participation rates, produces post-event and program reports and analyzes results for use in grant reporting as well as future program design and implementation.

Monitors grant funding and requests.

Conducts research, compiles data, and writes reports, correspondence, memoranda, and bulletins.

Performs other duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

The Director, Partnerships and Grants facilitates the identification of District needs and priorities for funding and donations and seeks large-scale funding opportunities and partnerships aligned to match identified needs.

### SUPERVISION

Administrative direction is received from the Senior Director of Engagement and Partnerships. General supervision is exercised over grants and partnership staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Business, industry, civic, and community involvement in educational programs and public education.  
Community and civic-based partnerships.  
Grant terms and conditions.  
The ethnic, cultural, and socio-economic diversity of the population served by the District  
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.  
Principles and practices of merit system provisions and organizational development.  
Public relations principles  
District organization, operations, procedures, and policies  
District oral and written communications standards, methods, media, and their most effective uses.  
Office practices and procedures, word processing, and spreadsheet software applications  
Current issues of educational policy and procedure  
Microsoft Windows operating system or Macintosh/Apple operating system

### Ability to:

Develop, plan, and implement short and long-range goals and strategies  
Monitor the progress of funding and grant requests  
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.  
Operate and use computers and other office equipment

## 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 level experience coordinating and implementing community and/or civic engagement initiatives. Experience in grants and funding planning, development, execution and reporting 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

01-05-23

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