

# Director of District Projects and Community Development



Reports to: Assistant Superintendent of  
Operations Job Classification: Classified  
Governing Board Approval:

Division:  
Job Site:  
District

## JOB SUMMARY

Oversee the development program for Hope Academy and Juvenile Detention Education (hereby referred to as MCRSD), including annual, planned and major gifts along with in-kind donations. Develop goals and strategies for all fundraising campaigns. Meet with donors and prospective donors to create and foster relationships. This person will also be responsible for creating the MCRSD Education Foundation and overseeing the foundation once it is started. Develop and implement a plan for financial sustainability through acquiring multi-year grants and financial awards.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create and oversee MCRSD Education Foundation. (Work with AZ Community Foundation to establish 501c status, keep track of awards and funding.)
- Facilitate tours and meetings to develop partnerships with local businesses, corporations and other community partners.
- Work with local businesses to provide students with opportunities to gain career skills to acquire entry level positions when they graduate high school.
- Secure regular financial support from individuals, foundations, and other organizations.
- Develop, maintain, and expand ongoing relationships with community partners
- Create and execute a strategy for a large sustained base of annual individual donors.
- Work with teacher leaders to identify sustainable funding sources for student initiatives, teacher initiatives, and any other academic programming aligned to the school vision.
- Work with teacher leaders to facilitate logistics of school events.
- Secure financial support for school related events such as: symposiums, graduations, dances, and any other school-related events.
- Oversee and facilitate advisory board
- Work with students, families, and teachers to help identify additional needs AND refer families to community resources or secure funding for resources.
- Identify grants related to school district vision, write grants, and manage grant requirements such as completion reports, quarterly reporting, and any other administrative tasks related to grants.
- Develop and track proposals and reports for all donations received by the district and school.
- Coordinate staff participation in community events
- Assist with the creation and distribution of marketing materials to raise awareness for MCRSD
- Recruit students at least 10 students per quarter and assist in the retention of students at Hope Academy.
- Be a member of ongoing advisory and networking organizations that advance the vision of the district.
- Perform other duties as needed for the operation of the district.

## **MINIMUM EDUCATION AND/OR EXPERIENCE:**

- Valid Fingerprint Clearance Card
- Bachelor's Degree
- 5 years working in public education
- 3 years Development experience

that increase resources to the district

- Optimistic temperament and growth mindset

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Knowledge of:**

- Ability to work and make decisions effectively and independently with minimal supervision, enabling the team to meet student achievement targets
- Knowledge of digital learning programs, strategies for troubleshooting, and online data reporting may be required for certain assignments
- Skilled at soliciting and receiving feedback from supervisor and team members to improve professional skills
- Ability to establish and maintain effective working relationships with all school personnel
- Ability to communicate clearly and concisely, both orally and in writing

## Core Competencies:

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms and fingers to input data, handle, feel or reach; employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.

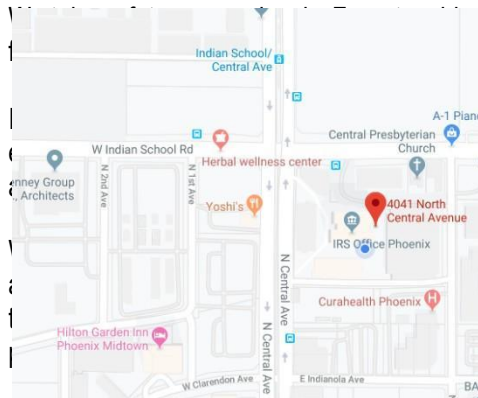
The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

## EDUCATION RE-IMAGINED.

Maricopa County Regional School District sets itself apart from other public schools by granting autonomy to the people with the greatest understanding of what the students need. The teachers.

## OUR APPROACH:

Building a culture of caring is our first priority. We all learn better when we feel cared for and know we are wanted in the community. We believe teacher-student relationships are everything.



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rious than when they e of their life. Whether ie job of their dreams. We tless.



## NOTICES

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. MCRSD is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Michael Stewart, Assistant Superintendent of Operations, at 602-452-4700 at least 3 days in advance.