

SUPPORT STAFF JOB DESCRIPTION

Nixa Education Foundation Development Specialist

Reports to: Executive Director of Human Resources

General Summary: Provide full-time support in the implementation of the mission of the Nixa Education Foundation (NEF). Create and develop partnerships with local businesses and patrons to share the mission of NEF with the goal of securing donations and financial support for the foundation. The NEF Development Specialist will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsibility, reliability, be a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Increase NEF's financial assets by planning, coordinating, and implementing all fundraising activities and programs, including the following:
 - a) Identify and obtain individual, corporate, and foundation contributions.
 - b) Build strong relationships through cultivation and stewardship with donors and potential donors.
 - c) Develop, plan, and execute fundraising programs, special events, and campaigns and programs as needed to support the mission of NEF.
 - d) Oversee production of all print and electronic communications related to fundraising and all components of NEF.
- 2) Provide strong leadership necessary to achieving programmatic goals in Nixa Public Schools by cultivating strong relationships with partner organizations, including the District and other community organizations, as necessary, to accomplish NEF's mission.
- 3) Work closely with the District's Advertising Sales Representative to ensure close alignment and focus of efforts in a team approach to ensure effective and efficient partnerships with business and community donors.
- 4) Lead a committee to plan and coordinate the NEF annual Gala to promote the recognition of district employees.
- 5) Support all the NEF committee work, such as the Grants Committee, in helping to meet the shared mission of NEF.
- 6) Plan and execute donor cultivation events.
- 7) Maintain the NEF website.
- 8) Promote NEF and communicate all NEF activities through social media platforms.
- 9) Participate in community outreach projects to ensure NEF is active in all aspects of the Nixa and surrounding communities.
- 10) Serve as a liaison between the NEF President, Board, and Nixa Public Schools Executive Director of Human Resources in all developments relevant to NEF.
- 11) Provide information to update the District on the work of NEF, including the financial outlook and any financial information the District deems necessary.
- 12) Answer donor, staff, and Board inquiries in a timely fashion.
- 13) Work directly with the NEF accountant to ensure all IRS reporting is completed accurately and timely.
- 14) Network with other school foundations and engage in professional development opportunities to bring best practices to the work of NEF.
- 15) Participate as a member of the National School Foundation organization for ongoing training and support of NEF.
- 16) Assist the NEF officers in task completion of officer duties such as development and printing of agendas, mailing out donation tax forms, and general communication of thank you notes and event notifications.
- 17) Promote NEF through district communication resources to Nixa Public Schools employees and community members.
- 18) Assist with other duties and special projects as determined by the NEF President, Board, and Nixa Public Schools Executive Director of Human Resources.

Qualifications:

1. **Education Level** - Bachelor's Degree in business administration, public relations, communication/marketing, nonprofit management, or related field.
2. **Certification or Licensure** - none required
3. **Experience desired** - Training or experience in fund development and/or estate planning activities, such as major gift solicitation and planned giving, as well as experience in grant writing. Experience working with nonprofit boards of directors is preferred.
4. **Other requirements** - This position requires a highly organized, independent thinker who has a passion for education and philanthropy. It is imperative that the candidate be self-motivated, persistent, and goal-oriented. The candidate must have the ability to work both independently and as a member of a team while managing complex relationships. Must demonstrate excellent communication skills and a positive attitude toward generating successful partnerships. Must understand and support the District's Comprehensive School Improvement Plan and the goals of the Nixa Education Foundation. The candidate must successfully pass a background check and drug test that are satisfactory to the Board of Education.
5. **Physical Requirements/Environmental Conditions** - Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires regular and consistent attendance and physical presence at the job.

Evaluated by: Executive Director of Human Resources with input from the NEF Board

Length of Contract: 225 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: _____