

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE**

Job Title: Foundation, Corporate and Community **Department:** Communications
Relations Coordinator

Date: December 2008

Reports To: Chief Communications Officer

Grade: 8

Purpose of Job

The purpose of this position is to implement the strategic goals and objectives of the organization with the chair to enable the Board to fulfill its governance function and to give direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. In achieving this goal, the individual will 1) identify and initiate contact with existing or new corporate sponsors and service providers; and 2) develop and implement corporate fund-raising concepts and strategies that are complimentary to the goals of the Foundation and the School System; 3) build and strengthen corporate and community relationships with schools through the Partner in Education program; 4) coordinate with school site fundraising for optimal support of students and staff.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Board Administration and Support -- Supports operations and administration of Foundation Board by advising and informing Board members, interfacing between Board and staff.
- Financial Management -- Recommends yearly budget for Board approval and prudently manages organization's resources within budget guidelines according to current laws and regulations. □
- Fundraising -- Oversees fundraising planning and implementation In support of AVID Scholarships and Academic Awards Recognition Program, including identifying resource requirements, researching funding sources, establishing strategies to approach community and corporate sponsors, submitting proposals and administrating fundraising records and documentation.
- Liaison between Board of Directors and Clarksville Montgomery County School System staff on matters related to the Clarksville Montgomery County Education Foundation.
- Serve as member of Communications and Department providing input and insight regarding key development issues; Design and implementation of an extensive fund-

raising strategy focusing on corporations and foundations which complement the School System's mission and goals.

- Coordination of corporate and foundation development strategies through prospect identification, qualification, cultivation, solicitation and stewardship; □ Promote and maintain relationships with private and corporate foundations and corporate leadership.
- Compose, edit and/or coordinate the preparation of written materials including concept papers, letters of inquiry, general correspondence, proposals, fact sheets, presentations, reports, meeting briefs, budgets and additional materials as needed;
- Managing proposal submission, tracking, follow-up and acknowledgement of gifts including fiscal year prospect/proposal tracking reports detailing current and prospective donors and related deadlines regarding stewardship reports, grant renewals and proposal submissions.

- Establishing internal support and participation in supporting CMCSS goals and objectives; Relationship building with community and corporate leadership and key stakeholders; Identification of opportunities for system involvement in community events/activities.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors Degree in Communications and or Journalism or related field. Experience in development or fundraising, excellent people skills and confidence in presence, good oratory skills a must. Expertise in Microsoft Office suite (Excel, PowerPoint, Outlook, Word etc...) required. Prefer five (5) years of experience in a public relations or development career position with demonstrated ability in writing as well as dealing with community and public policy issues.

Additional Job Functions

Performs other duties as required.

Knowledge of Job

Relevant experience as a successful development professional with a nonprofit organization with demonstrated familiarity and accomplishment with corporate and foundation fund raising. Knowledge of and practical experience in a range of public relations disciplines, including internal and external communications. Proven ability to define, target and develop relationships with the objective of maximizing fund-raising potential from corporate and foundation sources. A proactive mindset with the talent to present creative and innovative concepts in a comprehensible and compelling manner. Exceptional communication and interpersonal skills with the ability to interact in a manner that is clear, concise and professional with foundation and corporate executives, board members, colleagues and volunteers. Strong analytical and project management skills, strong initiative, highly motivated and enthusiastic. Commitment to the CMCSS mission to support student achievement.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires a high degree of accomplishment in communicating ideas, using currently recognized standards for conducting press conferences, question and answer sessions and general discourse.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to educational issues. Requires the ability to write expositions with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Communication Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies, decisions and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Communication Specialist.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. Acknowledgement regarding district's responsibilities regarding ADA is included in the primary job description. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date