

East Baton Rouge Parish Schools Position Description

Job Title: Resource Development Specialist

Reports To: Executive Director

Prepared By: Millie L. Williams

Approved Date: January 2017

Summary

Ensures accountability and internal controls for all financial transactions as required by financial policies for the Foundation for the East Baton Rouge Parish School System. Manages all transactional financial functions including bookkeeping, donor records, banking, grants management and special projects. Works with Executive Director and Board to plan and execute resources development strategies and monitor progress against goals. Supports Executive Director in positioning Board to cultivate and solicit gifts and grants from individuals, corporations, foundations, government agencies and others.

Essential Duties and Responsibilities

Leadership

- Implements procedures for all financial management functions, ensuring appropriate controls and compliance with generally accepted accounting practices and consistent with established board approved policies.
- Contributes to the development of overall development goals and strategies and manage the implementation of all fund development and marketing activities.
- Provides leadership and support to the Executive Director and Board of Directors in the effective operation of all development activities required to fund Foundation operations and deliver programs.

Strategic Planning

- Collaborates with the Executive Director and Board of Directors to develop annual income and expense budget. Provide timely and complete reporting of financial results and recommendations for necessary actions to maintain the fiscal health of the Foundation.
- Works closely with Executive Director and Board of Directors.
- Maintains, analyze, and interpret general ledger for all funds.
- Manages the preparation and analysis of financial reports on a monthly and as needed basis.
- Oversees the process for identifying and evaluating opportunities for improved financial operations, recordkeeping and reporting, working with external auditors to prepare and review audit schedules and annual report of audit findings.
- Assists Executive Director and Board with the development and implementation of a strategic plan for single and multi-year resource development efforts:
- Researches and analyzes agency, corporate, individual and foundation donor base and recommended solicitation strategies.
- Prepares and presents for approval proposals for corporate and foundation support of the Foundation, using current cultivation and solicitation materials.
- Assists in planning of logistics for special events, including obtaining sponsorships and solicitation of gifts and preparing related printed materials and publications.
- Provides support for various fund raising projects/initiatives.
- Assists in the evaluation of development activities and identify opportunities to improve results.

Resource Management

- Ensures the maintenance of financial records and recordkeeping systems to ensure compliance with all regulations, generally accepted accounting practices and requirements of government contracts.
- Participates in the development, implementation and monitoring of the Foundation's annual budget, controlling expenditures within budget and maintaining donor and financial records in accordance with standards.
- Ensures a productive work environment within the finance and accounting function.

- Supports organizational planning and development of budgets, and control expenditures against budget.
- Manages record keeping for all donors, assuring effective administrative and operational support functions are in place.

Marketing and Public Relations

- Increases visibility of Foundation programs, services and activities and maintain good public relations with donors and prospects.
- Participates in design and development of marketing and public relations documents for use in the promotion of fund raising, and education of the public, including press releases. Ensure the development and distribution of marketing documents.
- Maintains updates to social media sites and organization website consistent with strategy and standards set by Executive Director and marketing committee

Partnership Development

- Develops strategic alliances with community leaders and local officials. Develop collaborative partnerships with other youth serving organizations, members, parents, families, funders and community organizations.

Board Development

- Encourages and support board committees responsible for planning and implementing development activities.
- Supports board committees responsible for financial planning and oversight.
- Performs other duties as assigned by Executive Director.

RELATIONSHIPS:

Internal: Maintain oral and written contact with the Executive Director, board members, staff, school system personnel, community partners and volunteers for the purpose of exchange of information to provide direction and technical advice, progress reports regarding activities and planned programs, and to coordinate events.

External: Maintain oral and written contact with external groups, business leaders, community groups, media, donors, prospects and others for the purpose of financial accountability and transparency in all Foundation operations and to increase engagement in and support of others for Foundation activities.

Essential Functions and Qualifications

The essential functions for the position of Resource Development Specialist include the physical and mental involvement requirements noted in this position description in addition to regular reliable attendance given the limited number of employees available to perform the essential functions of this position. It is also essential that he/she be able to follow the directives of superiors ensuring the harmonious operation of the department.

EDUCATION and EXPERIENCE

Bachelor's degree from an accredited college or university preferred. A minimum of three (3) years work experience in non-profit agency operations, specifically in the fund-raising field, sales/marketing or equivalent experience preferred. Knowledge of: the mission, objectives, policies, programs and procedures and of the principles and practices of non-profit organizations. Knowledge of fund-raising techniques, and sources of funding for non-profit agencies and organizations. Knowledge of accessing and managing donor data base. Excellent interpersonal skills and the ability to work well with all types of people. Ability to establish and maintain effective working relationships with Foundation & EBRPSS staff, Board members,

volunteers, community groups, and other related agencies.

Resources Development Specialist
Page 3

LANGUAGE SKILLS

Ability to read, analyze, and interpret legal documents. Ability to respond to inquiries or complaints. Strong organization and analytical skills. Strong oral and written communication skills, both verbal and written.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

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 sit and talk or hear. The employee is occasionally required to stand, walk, reach, bend and sometimes lift up to 20 pounds. Mobility skills are necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Resource Development Specialist must possess sufficient interpersonal skills to function compatibly with others. The Resource Development Specialist must respond positively to supervision and to accept suggestions for improvement. The Resource Development Specialist

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engaged in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Classification under Fair Labor Standards Act(s) (FLSA)

The East Baton Rouge Parish School System in compliance with Fair Labor Standards Act(s) considers this position EXEMPT from any and all overtime payments.

Funding Source

General Fund

Salary Scale

SU104

Terms of Employment

12 Month Employee

Signature on this document does not necessarily mean that you agree with the content expressed above, but merely indicates that you received a copy, read it, and had an opportunity to discuss.

Employee Name

SSN

Employee Signature

Date