

BPS Development Director

Purpose Statement

The job of BPS Development Director is done for the purpose/s of coordinating an assigned program and related activities; providing information to others; and implementing and maintaining services within established guidelines and standards; responsible to the Foundation Board for tasks associated with gift campaigns, annual appeals, implementing policies and managing the Foundation, organizing scholarship application process and procedure; responsible for nurturing potential donors and achieving donation objectives as defined in consultation with the Board. Research and cultivate new donors, managing the organization's donor database, tracking and evaluation fundraising efforts and organizing events.

This job reports to the BPS Superintendent and the BPS Foundation chair or designated representative.

Essential Functions

- Administering for the purpose of operating and scholarship funds within the budget.
- Collaborating for the purpose of with and in support of BPS parent-teacher organizations, volunteers and other development to cultivate others.
- Developing for the purpose of an annual plan for the stewardship and sustainability of all donations to the Foundation.
- Developing for the purpose of a 3-year plan for marketing and increasing awareness of the Foundation, its mission and its programs.
- Developing for the purpose of cultivation and solicitation for specific corporations, foundations, businesses and individuals.
- Developing for the purpose of the working practices of the Foundation.
- Identifying for the purpose of potential prospects with the help of the Board and the Foundation Committee.
- Implementing for the purpose of all decisions and policies adopted by the Board and carry out directives of the Board.
- Monitoring for the purpose of all prospective contacts to ensure positive and purposeful prospect and donor relations.
- Overseeing for the purpose of all scholarship payments and processing of scholarship requests.
- Providing for the purpose of guidance and recommendations to the Board with respect to policies and procedures.
- Responsible for the purpose of researching and cultivating donors through multiple venues.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; and performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: grant administration; community resources; foundation policies and procedures; and issues relating to at-risk youth; bookkeeping practices; concepts of grammar and punctuation.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience: 5-years job related experience with increasing levels of responsibility

Education: Bachelor's degree in job-related area

Clearances

Criminal Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade
PH