



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	Development Officer
Reports To	Superintendent of Schools
Level/Grade	Pre-K through Grade 12
Type of position:	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor

Seeks opportunities to secure financial, material, and in-kind support from individuals, government agencies, foundations, and corporations. Organizes, establishes and maintains partnerships with external partners. Markets and promotes the Chariho Regional School District brand.

Essential Duties and Responsibilities

- Identifies and disseminates federal, state, and other competitive grant opportunities aligned to the mission of the District. Applies for grants and assists others in the grant development process. Follows Federal, State and district fiscal policy and procedures when developing grant budgets.
- Works with existing school and district partners, enhancing the relationship. Identifies new business, governmental, and agency partners in support of the mission of the District and works to solidify those partnerships. Coordinates the activities and provides training to school and district partners, both groups and individuals, working in support of our school and students.
- Identifies, cultivates, solicits, and stewards major donors and prospects including individuals, corporations, and foundations through visits and other forms of direct personal contact. Conducts research to identify prospects and creates strategies to match prospects' interests to the priorities of the District.
- Establishes a consistent written and graphic representation of the District and its schools in all forms of communication, including paper-based, web site, and social media, etc.
- Facilitates the engagement of alumni and develops and supports the establishment of an alumni association, with the goal of furthering the mission of the District.
- Works cooperatively with leadership staff to enhance student recruitment and retainment efforts.
- Proposes protocols and provides professional development to all staff regarding the importance of effective communications with all constituency groups, especially with parents. Facilitates the development and implementation of customer service standards.
- Researches, writes, edits, or oversees the preparation of persuasive, fiscally accurate, and grammatically and syntactically correct solicitations, press releases, proposals, case statements, reports, correspondence, and other development-related communication materials in support of the mission and strategic plan of the District.
- Participates in and leads short- and long-range planning activities.
- Plans and conducts programs and activities designed to increase the visibility of the District to internal and external constituencies.
- Collects data to monitor effectiveness of district development initiatives.
- Other duties as assigned by Superintendent.

Skills Required

- Ability to read, analyze, and interpret general business correspondence and governmental regulations. Ability to write reports, grants, proposals, concept papers, development and fundraising plans, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.

- Ability to utilize current technology for communication, data analysis, and access to research.
- 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.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

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 regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

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.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Masters' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 4/2/2018

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.