



Director of Development Job Description

Position Description

The Director of Development is the key leader and community collaborator of the Dickinson Public Schools Foundation, INC (DPSF) and provides strategy and leadership to develop, implement and maintain a comprehensive role in the Foundation's mission. The Director reports to the Foundation Board and is responsible for the day-to-day operations including supervising all administrative operations, financial management, scholarships, planned giving opportunities, public relations, marketing and ensuring compliance with state and local regulations. The Director represents the Foundation in the community and with all our stakeholders.

Minimum Qualifications

- A college degree in a relevant field or equivalent experience.
- A proven leader in nonprofit management, fundraising or related sectors, preferably with an emphasis in public education.
- An exceptional communicator, relationship builder and team leader.
- Demonstrated project and financial management skills.
- Familiarity with DPSF mission, programs, organizational structure, and values.

Preferred Qualifications

- Seasoned nonprofit management experience.
- Demonstrated integrity and accountable leadership experience.
- Marketing and/or fundraising experience is preferred.
- Experience with financial software, budgeting, reporting procedures.
- Event planning experience.
- Ability to work independently, problem solve and make informed decisions.
- Work within established budgets and strategic action plans.

Major Responsibilities

1) Fundraising/Marketing/Donors

- Annual Giving – solicit funds by developing relationships, partnerships, grant proposals, annual report, mailings, assign responsibilities and empower and equip Board members and volunteers for personal solicitations.
- Chief Ambassador for the organization.
- Develop partnerships with the community.
- Special Gifts (Planned Giving)

2) Foundation Management

- Oversee the Foundation's budget, financial planning and reporting ensuring transparency, accountability, and compliance with relevant regulations.
- Track donations and donor engagement letters, and gift receipts.
- Prepare information to file the 990.
- Payroll – work with payroll company.

3) Board Relations

- CEO (Chief of Enthusiasm and Optimism).
- Develop agendas, budgets and reports, and meeting locations.
- Provide analysis of issues and recommendations.
- Assist with policy development and implementation.
- Strategic planning/Action Plan and visioning.
- Provide onboarding and training for Board members.

4) Management of Team Members

- Evaluate team members' performance.
- Recruitment of team members for vacancies and future opportunities.
- Professional development of team members.

5) Recruitment of Volunteers

- Solicit volunteers, train, and manage for special events, etc.

6) Public Relations

- Oversee the coordination of special events such as our mystery dinner theater which includes identifying potential sponsors, guests, ticket sales, making and coordinating arrangements, supervising activities, and tracking income and expenditures.
- Supervise the Director of Marketing – social media, newsletters, print media, TV ads, website, and other public relations.
- Promotion of Foundation programs and funding opportunities.

7) Special Program Management

- Supervise the application and evaluation process of various DPSF programs to include grants, scholarships, and sponsorships.

Key Stakeholders

Key players in the success of the Foundation and this plan include, but are not limited to, the following:

- Dickinson Public Schools Foundation Board members
- DPSF staff
- DPS School District Administrators and staff

- Community Partners, Parents and Students
- Dickinson High School Alumni Association

Job Type: Part Time 20-30 hours per week

Pay: Minimum \$25.00 per hour. Additional pay DOE

Schedule: Flexible