

Senior Executive Director, Corporate Liaison

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

ID: 30443

Job Description

Location: Hattie Mae White

Department: Office of Finance and Business Operation

Area:Northwest

Contract Months:12

Salary Range: \$190,000.00 – \$235,000.00

Academic Year: 25-26

JOB SUMMARY

The Corporate Liaison plays a critical role in cultivating, securing, and stewarding high-level philanthropic support for the district. This role focuses on building strong community relationships, engaging corporate and foundation partners, and soliciting significant donations (over \$500,000) to advance district initiatives, student programs, and capital priorities.

MAJOR DUTIES & RESPONSIBILITIES

1. Major Donor Cultivation:

- Develop and execute strategies to identify, cultivate, solicit, and steward major donors, foundations, and corporate partners.
- Serve as the district liaison to foundations, corporations, and philanthropic organizations.

2. Relationship Management:

- Build and maintain strong relationships with parents, alumni, business leaders, elected officials, and community stakeholders.

3. Identify and Secure New Funding Opportunities

- Manage a portfolio of high-capacity partners committed to short terms and long terms donations to the district's initiatives and priorities.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

4. Fundraising alignment and compliance:

- Collaborating with internal departments to ensure that fundraising efforts align with student and instructional needs while adhering to district, board, and state/federal policies and guidelines.
- Maintain accurate donor records, reports, and financial tracking using district-approved systems.
- Provide regular updates to district leadership on fundraising progress and donor engagement outcomes.

5. Performs other job-related duties as assigned.

EDUCATION

Master's degree in business, communications, public relations, non profit management or related field.

WORK EXPERIENCE

7+ years

Extensive experience in securing high-value donations (\$500,000+) within the school system, educational organization, nonprofit or philanthropic sector.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

SAP preferred, Microsoft Office, Office equipment (e.g., computer, copier) Advanced Excel and PowerPoint preferred.

Ability to pay close attention to detail and accuracy;

Ability to implement effective workflow processes and procedures; follow chain of command; Willingness to take initiative, high level of self-motivation, and easily works independently or as part of a team;

LEADERSHIP RESPONSIBILITIES

No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

BUDGET AUTHORITY

Compiles and organizes data and figures.

PROBLEM SOLVING

Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

IMPACT OF DECISIONS

Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

COMMUNICATION/INTERACTIONS

Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

May be required to travel to Division campuses.

CUSTOMER RELATIONSHIPS

Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift up to 15 pounds.

Houston Independent School District is an equal opportunity employer.