

STRATEGIC PARTNERSHIPS COORDINATOR

DEFINITION

At the direction of the Director of Development and Civic Engagement, coordinates, develops, and maintains strategic partnerships and engages with external agencies to support District-wide fundraising activities and donor relations.

TYPICAL DUTIES

Implements fundraising and donor outreach strategic plans for assigned projects
Identifies, contacts, and maintains relationships with key partners, funders, civic entities, business and community organizations, and other potential partners to promote large scale give back offerings for school sites and District initiatives
Schedules, coordinates and co-leads partnership activities, including meetings, special events, follow-up engagements, and programming to align with strategic plan strategies
Serves as a liaison and maintains working relationships with District departments, established partners, and the community
Serves as a resource by maintaining a proactive relationship with District administrators and staff, communities, and partners by providing feedback and information regarding partnership services and coordinating community outreach activities
Conducts landscape analyses on District needs and active and potential partnerships and keeps leadership informed of trends and other results.
Anticipates and tracks key challenges related to civic engagement and advises and provides recommendations on possible solutions.
Provides information and delivers written reports on partnership activities to Communication, Engagement, and Collaboration leadership.
Develops content and materials for use in development meetings.
Maintains a catalog system of partnerships and resources and their usage to address specific District needs.
Communicates with established partnerships, including organizations, city officials, non-profit agencies, and other educational institutions to ensure grant compliance and process efficiency.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Strategic Partnerships Coordinator develops and maintains fundraising and donor relations activities to support District-wide programs and initiatives.

The Director of Development and Civic Engagement is responsible for developing partnerships, grant and civic engagement strategies, and acts as a liaison for the Engagement Office with various community and civic organizations.

SUPERVISION

General supervision is received from the Director of Development and Civic Engagement. Work direction may be exercised over employees in lower-level support classes.

CLASS QUALIFICATIONS

Knowledge of:

Business, industry, civic, and community involvement in educational programs and public education
Community and civic-based partnerships
The ethnic, cultural, and socio-economic diversity of the population served by the District
Principles of strategic planning, program development, and program review
Current trends in joint projects between public schools, the private sector, and/or nonprofit organizations
Public relations principles
Current issues of educational policy and procedure

Ability to:

Develop, plan, and implement short and long-range goals and strategies
Analyze and evaluate the effectiveness of plans, policies, program, and organizations
Formulate and express ideas effectively in both written and oral forms with all levels of management and stakeholders
Speak effectively before a variety of groups and solicit cooperation
Foster collaborative partnerships
Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
Compose and edit correspondence, reports, bulletins, and memorandums
Analyze data and draw logical conclusions
Develop efficient methods for obtaining and reporting information
Oversee multiple projects and issues while working effectively under pressure in meeting deadlines
Exercise tact and good judgment

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public relations, community relations, public administration, business administration, or a related field. A master's degree is preferable.

Experience:

Two years of experience in fundraising and relationship building with individual donors, partners, and/or business and community leaders. Experience in public sector or nonprofit organizations is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

SPECIAL NOTES

Employees in this class may be subject to work on nights and weekends

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

10-05-23

LKD

Updated

01-22-25

Transportation

Language Only