The Chief of Staff for Philanthropic Engagement will play a pivotal role in advancing the mission of the organization to provide the highest quality of education to our community. The Chief of Staff for Philanthropic Engagement will be primarily responsible for coordinating and maintaining diversified development and engagement plans to strengthen the organization’s overall fundraising capacity and sustainability. The Chief of Staff for Philanthropic Engagement will be expected to provide strategic leadership to diversify, strengthen and grow DMPS’ base of support with a focus on individual corporate and foundation major gift donors. Developing key external alliances to encourage individual and philanthropic support may occur through a variety of fundraising and development vehicles, including but not limited to special events, annual campaigns, direct mail appeals, monthly giving, planned giving, major gifts, corporate partnerships, social enterprises, grants, peer-to-peer fundraising campaigns, and capital campaigns. The Chief of Staff for Philanthropic Engagement will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**ESSENTIAL FUNCTIONS:**

1. Serves as the principal staff advisor to the Superintendent of Schools and is charged with substantially and effectively assisting the Superintendent in achievement, achieving district goals, maximizing efficiencies and efficacy in all divisions and activities, implementing strategic human capital management initiatives, and ensuring compliance with board policies and regulations/standards of accreditation and local, state and federal laws and regulations.
2. Directs all facets of the daily operations of the Office of the Superintendent.
3. Coordinates the efforts of the Executive Leadership Team to ensure effective and efficient operations and provides timely and appropriate responses to emerging issues.
4. Develop and execute strategies to engage with philanthropic organizations, donors, and foundations to secure funding and resources in support of the district educational initiatives.
6. Works to ensure community engagement and oversees and implements all areas of fund development. Works in close collaboration with Executive Team, leadership, volunteers, board members and donors to increase giving.
7. Plans and implements strategies to develop long-term relationships with donors and community groups to maximize their engagement interest and giving potential.
8. Advise the Superintendent, Chief Financial Officer and Executive Cabinet to define, advance and lead the DMPS’ efforts in support of economic and community development plans focused on fundraising capacity and sustainability.
9. Collaboratively lead the DMPS’ corporate and local government relations, including serving as the primary fundraiser for several district strategic initiatives.
10. Develop and execute a comprehensive, diversified, and sustainable fund-raising business plan.
11. Partner with Superintendent and Board of Directors to meet the goals of the organization.
12. Responsible for the identification, cultivation, solicitation and stewardship of individuals, foundations, and corporations, with a long-term relationship-management approach, to meet fundraising goals, improve engagement, and increase overall lifetime giving.
13. Analyze and develop effective development reports, mechanisms, and systems including accurate data entry and record keeping to track, monitor, and evaluate all phases of the fund development plan.
14. Work with the CFO to prepare and manage relevant areas of the budget and ensure compliance with funding source guidelines and deadlines.
15. Serve as a creative thought leader on how to advance the DMPS’ relevance to, and engagement of, new
audiences with a focus on diversity, equity, and inclusion.
16. Collaborate with grant writing specialist.

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.
HIRING SPECIFICATIONS:

Required Education and Experience:

1. Bachelor's degree in Communications, Marketing, Business, Non-Profit Management or related field.
2. Experience in fund raising, which could include team management experience and progressively more responsibility in donor relations, stewardship, and developing communications.

Desired Education and Experience:

1. Master’s degree

Skills and Abilities:

1. Demonstrated experience developing strategic plans and implementing plans successfully.
2. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
3. Superior interpersonal skills and the ability to build relationships and instill trust with stakeholders, including staff, board members, external partners and donors.
4. Highly resourceful team-player, with the ability to also be extremely effective independently as there will be limited administrative support provided.
5. Demonstrated proactive approaches to problem-solving with strong decision-making capability.
6. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
7. Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
8. Forward looking thinker, who actively seeks opportunities and proposes solutions.
9. Computer proficiency in Microsoft Office products and ability to work with donor database software.
10. Ability to work evenings and weekends.

<table>
<thead>
<tr>
<th>PHYSICAL DEMAND:</th>
<th>FREQUENCY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Walking</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Sitting</td>
<td>Frequent 33% - 66%</td>
</tr>
<tr>
<td>Bending/Stooping</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Reaching/Pushing/Pulling</td>
<td>Occasional 1% - 32%</td>
</tr>
<tr>
<td>Climbing/Stairs</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Driving</td>
<td>Frequent 33% - 66%</td>
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<tr>
<td>Lifting (20 lbs.)</td>
<td>Occasional 1% - 32%</td>
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<tr>
<td>Carrying (15 feet)</td>
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<td>Manual Dexterity Tasks</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Computer</td>
<td>Constant 67%+</td>
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<tr>
<td>Other</td>
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<td>Working Conditions</td>
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<tr>
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<tr>
<td>Outside</td>
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</tr>
<tr>
<td>Extremes of Temperature/Humidity</td>
<td>Occasional 1% - 32%</td>
</tr>
</tbody>
</table>

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

* Talent and Personnel Manager

Date: 11/6/2023

*This job description is not approved without the signature of a Talent and Personnel Representative.