

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Director of TCISD Foundation for the Future and Community Relations

Job Description
January 2021

Reports to: Superintendent of Schools
Board of Directors, Foundation of the Future

Status: Exempt

Term: 226 days

Primary Purpose:

Responsible for the development and implementation of comprehensive internal and external development programs to provide financial assistance to the Texas City ISD Foundation for the Future.

Qualifications:

Education/Certification:

Bachelor's degree, Master's degree preferred, in business administration, communication, or appropriate field.

Special Knowledge/Skills:

Comprehensive fundraising experience in a management position.

Ability to communicate effectively and demonstrate interest in professional growth.

Experience:

Energetic executive with a proven record of successful marketing, communications, grant writing, and general fundraising for non-profit organizations.

Major Responsibilities and Duties:

1. Coordinate all meetings and functions such as: (LEADS, Duck Derby, ACRC, etc.) of the Foundation for the Future Board of Directors.
2. Assist the Board of Directors in the development of a master plan and monitor progress of both short and long-term goals.
3. Direct the fundraising program to cultivate, motivate, and solicit individual, foundation, and corporate donors which includes the development and maintenance of a computerized system of donor information and reports on trends.
4. Be familiar with programs including Quicken and Blackbaud.
5. Maintain current knowledge of developments and practices in fundraising, planned giving and tax laws related to charitable giving (to include annual giving, annuities, trusts, wills, and bequests, corporate giving, estate planning, foundation and governmental grants, memorials and tributes).

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6. Plan, direct, and supervise the preparation and production of all publications and development and maintenance of all mailing lists and audiovisual productions of the Foundation.
7. Provide advice, counsel, and general departmental support to all volunteer organizations and committees regarding communications, operations, and development.
8. Serve as the official representative and spokesperson for the Foundation.
9. Maintain membership and represent the Foundation in appropriate professional groups, organizations, associations, and community service clubs.
10. Provide community awareness programs through presentation to clubs and organizations, publications, and special programs.
11. Plans, directs, and supervises implementation of the Foundation's internal and external public relations programs.
12. Responsible for development of effective media relations.
13. Recommend and institute programs and projects on pre-determined timetables.
14. Serves as the administrative liaison between the Foundation and the Texas City Independent School District.
15. Supervise, direct, and/or perform routine details necessary to the operation of the Foundation.
16. Investigate and determine the adaptability of successful fundraising programs of other voluntary non profit organizations.
17. Assist in preparing the annual budget.
18. Coordinate Foundation affairs with existing school/community partnership programs.
19. Coordinate Foundation and Texas City ISD applications from private sector resource grants.
20. Perform other responsibilities as assigned by the Foundation's Board of Directors and the TCISD Superintendent of Schools.

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Supervisory Responsibilities:

Supervise the Communication and Community Relations staff.

Equipment Used:

Copier, computer, printer, and other office-related equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____