

Job Title: Coordinator, Community Relations
Reports to: Executive Director, School and Community Relations
Dept./Campus: School and Community Relations

Status: Exempt
Pay Grade: AP4
Term: 226 Days

Primary Purpose:

This position is allocated (65%) to support the district's efforts to develop and maintain collaborative partnerships that support and enhance student and teacher learning opportunities; create systems to organize and measure community involvement programs including, recruitment, special event planning, grant writing, and serve as liaison with nonprofit foundations. The remaining allocation (35%) will be used to support the Leander ISD Educational Excellence Foundation's (LEEF) mission - to provide resources to support innovation, enrichment, and equity in pursuit of academic excellence within the Leander Independent School District community.

Qualifications:

Education/Certification:

- Bachelor's degree in marketing, public relations, communications, education or related field

Special Knowledge/Skills:

- Knowledge of fund development, volunteer coordination, public relations and marketing principles
- Knowledge of area business and community services preferred
- Knowledge of nonprofit financial reporting requirements preferred
- Skill in organization and event planning
- Skill in oral and written communication, strong research skills, must have excellent spelling, punctuation, grammar, proofreading skills and Associated Press Style knowledge
- Skill in interpersonal relations
- Skill in managing team efforts to design, implement, measure and refine programs and services
- Skill in implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction
- Skill in developing computer-generated documents and databases, including developing print and electronic publications
- Ability to listen and develop information into grant proposals
- Ability to plan, prioritize, and coordinate multiple projects

Experience:

- Three years experience with community outreach, involvement programs, development or grant writing; proven experience in fund development, foundation or nonprofit preferred
- Demonstrated grant-writing success
- Demonstrated skills in writing, editing, grammar and AP style
- Demonstrated skill in both a PC and Mac desktop publishing environment
- Demonstrated ability to network with internal and external publics
- Demonstrated public speaking ability

Major Responsibilities and Duties:

- Manage the district-wide school and business partnership program involving the community in schools to improve and extend learning opportunities
- Serve as administrative support for the Leander ISD Educational Excellence Foundation and to create and implement resource development programs
- Support the foundation with collateral materials, maintaining the foundation's website and social media tools
- Develop and maintain positive relationships with the school, business, community, and local Chambers of Commerce
- Oversee grants, scholarships and other programs established to support and encourage educational excellence and initiatives

- Articulate the district’s mission and goals to the public
- Develop and implement donor and volunteer recognition programs and public awareness efforts
- Organize special events and activities for both the district and the foundation
- Plan and organize the district’s service award programs and other recognition programs
- Plan and coordinate Leadership Leander ISD program
- Prepare certificates and plaques for recognition and achievement ceremonies and other support materials
- Work with the School and Community Relations team to support a variety of other programs
- Model core organizational values and beliefs; communicate openly and effectively within and across teams; and manage resources to effectively support district goals
- Maintain extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and by following the Health Insurance Portability and Accountability Act of 1996 (HIPAA) for employee and student information
- Perform other duties as assigned

Supervisory Responsibilities:

- None

Equipment Used:

- Computer, printers, copier, scanner, fax machine, multi-line phone with voice mail capability

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Work with frequent interruptions
- Meet deadlines with severe time constraints
- Work irregular or extended work hours
- Be able to travel in and out of district
- Perform repetitive hand motions and use a computer for prolonged periods of time
- Maintain regular attendance at work
- Ability to maintain composure during high-stress activities and emergencies

E.O.E., M/F/H

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.

I have read and understand the responsibilities and duties of this position as outlined above.

Employee Signature _____ Date _____

Printed Name _____ Employee ID # _____

Accepted by _____ Date _____