

District 279 Foundation (Osseo Area Schools)

Position Title: Development Director, Part-time

Reports To: Executive Committee of the Board of Trustees. Work in collaboration with Executive Director of Community Engagement for Osseo Area Schools.

Effective Date for this Position: TBD

Organization Summary: District 279 Foundation is a nonprofit 501(c)3 organization that seeks to support and enhance Osseo Area Schools dedication to all students by funding innovative projects and recognizing the achievements of students and staff at the annual Investment in Youth celebration. The Foundation's programs serve students in all or parts of Brooklyn Center, Brooklyn Park, Corcoran, Dayton, Maple Grove, Osseo, Plymouth and Rogers. Serving the fifth-largest school district in the state of Minnesota, District 279 Foundation believes there is a moral, social and economic imperative to support student success and equitable student achievement

Job Purpose:

Manage organization planning, fundraising and board development strategies for the Foundation. Provides communication and organizational skills to ensure the expectations of donors, board and community are met. Coordinate finance and bookkeeping activities with a contracted bookkeeper. Coordinate communication strategies for the Foundation with district communications staff.

Job Duties:

Development (50%)

- Create, develop and execute a highly effective and sustainable development plan that includes Board member involvement and secures adequate general funds for the operation of the organization
- Recommend annual giving goals to the Board of Trustees
- Oversee annual events including working with the committees, securing sponsorships and coordinating marketing activities
- Identify funding sources and nurture current and new relationships
- Maintain donor database including adding and updating records, processing gifts and acknowledgement letters.

Board/Organizational Initiatives (25%)

- Support Board Resource Committee to develop and maintain a strong Board of Directors, seek and build involvement with strategic direction.
- Plan annual work calendar and prepare agendas for Board of Trustee meetings

Finances/Bookkeeping (15%):

- Support Finance Team to develop and maintain strong financial activities
- Collaborate with the Bookkeeper to
 - prepare materials, statements and documentation for the bookkeeper's entry in QuickBooks
 - compile monthly financial statements for review by the Foundation's Treasurer

- work with external auditors during the audit, preparation of the Form 990 and MN Annual Report and file Form 1099 as appropriate
- Code expense invoices and prepare expense disbursement materials for approval
- Prepare bank deposits, payment of invoices and checks for signature after required authorizations are received
- Draft the annual budget

Communications/Public Relations (10%)

- Manage communication strategies including appeals, newsletters, web-based information and social media
- Establish good working and collaborative relationships with the Board, community groups, funders, elected officials and other stakeholders to achieve the goals of the Foundation
- Coordinate communications with Foundation Liaisons at school sites
- Coordinate with the School District to publicize the Foundation through District publications
- Other duties as assigned

Education/Experience:

B.A. Degree required. Two to five years of experience working in the non-profit or education sector preferred. Strong written, oral and interpersonal communication skills. Fundraising and strategic planning experience. A team player committed to advancing the work of District 279 Foundation.

Working Conditions:

Work schedule – Part-time/25 hours per week; 47 weeks per year. Exact timing is flexible. \$30-32/hr. This position includes occasional evening and weekend hours and an option to work hybrid (combination of in office and remote).

Skills:

- Proficiency with Microsoft Office Suite and Google Docs.
- Experience with accounting (QuickBooks) and donor management software (Bloomerang and OneCause).
- Strong organizational and time management skills required.
- Excellent problem-solving skills. Ability to recognize problems, establish facts and draw valid conclusions required.
- Systems-oriented and the ability to think proactively.
- Proficient communication in the English language, including verbal and written communication with both internal and external contacts required.
- Ability to work independently.
- Demonstrated ability to maintain positive relationships with stakeholders, including but not limited to the Board of Trustees, staff, committee members, volunteers, donors and clients.
- Consistently conveys a professional and positive image and attitude regarding the organization.
- Familiarity with the Osseo Area Schools community is a plus.

How to Apply:

Send résumé, cover letter and desired hourly pay rate to: foundation@district279.org or District 279 Foundation, 11200 93rd Avenue North, Maple Grove, MN 55369.