

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: Jordan Education Foundation Administrator (127) Lane Placement:   Z1    
Department / Location: Jordan Education Foundation FLSA Classification:   Exempt    
Supervisors Title: Superintendent of Schools Contract:   245 Days    
Original date:   04/95   Revised:   09/07   Revised:   05/21   Revised:           

**GENERAL FUNCTION**

The Jordan Education Foundation Administrator, under the direction of the Superintendent and the Jordan Education Foundation (Foundation) Board of Directors, will be responsible for soliciting and coordinating contributions, promoting and executing Foundation activities and fund raisers with the end goal to enhance the quality of education in the Jordan School District by providing private funding for classroom enrichment program needs and to meet student, faculty and administrative needs.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Implement Board of Education directives and policies concerning the Foundation.
- Demonstrate competent leadership in helping the Foundation Board meet its mission, goals and objectives.
- Assure that the policies, guidelines, programs and activities of the Foundation comply with Board goals, District policies and guidelines.
- Provide professional leadership in support of the District's effort to inform District patrons, the business community, civic leaders, employees of the District and the media regarding all aspects of the Education Foundation.
- Assign, supervise and evaluate personnel and administer personnel policies and procedures for assigned staff.
- Develop and submit grant applications and proposals for financial support to private foundations, corporations, businesses, individuals, service organizations, community groups, and appropriate State and Federal organizations and programs.
- Provide for the direct solicitation of private, corporate and community foundations which involve the researching of each foundation and the methods used in creating and submitting grant proposals.
- Identify, solicit, coordinate and steward donor gifts.
- With approval of the Foundation Executive Committee; authorizes the expenditures of funds from the Foundation to support, enhance, supplement and enrich educational opportunities and activities within the school district.
- Assure that budget recommendations are developed, that budget allocations are monitored, and that financial reports for the Foundation and Board of Education are prepared.
- Recruit, manage and train members of the Foundation Board.
- Provide the administration financial reporting and management of and for the Foundation Board.
- Administer Foundation scholarships, databases and endowments.
- Responsible for the Foundation website and social media.
- Assure compliance of the Foundation and its activities with all regulations, laws and by-laws.
- Has overall responsibility for organizing and executing all Foundation activities and fundraisers.
- Liaison to District schools and administration regarding Foundation development activities.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.
- This position requires punctual and regular daily attendance at work location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires a Bachelor's degree in Business, Communication, Marketing or related field plus five years of experience in fundraising, grant writing or public relations or an equivalent combination of education and experience.
- Demonstrated network of business, civic, organization and individual contacts.
- Requires experience working with influential and respected members of the business community, as well as elected leaders and non-profit boards.
- Must be able to work cooperatively with educators and the public in marketing the work of the Foundation office.
- Experience with a non-profit membership organization strongly preferred.
- Demonstrated competence in being proactive, motivated, organized and results oriented within a fast-paced, highly demanding environment.
- Requires ability as an effective fund raiser, capable of developing strategies and providing leadership in fund raising efforts.
- Requires experience with website development and social media.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Requires working knowledge of laws and requirements related to soliciting funds and the management of gifts, grants and appropriations.
- Must be an influential, respected member of the community with high ethical standards and a record of conduct which promotes trust and instills confidence.
- Requires working knowledge of public education practices and information systems.
- Requires ability to represent the District at local, State and National meetings and participate in professional organizations where appropriate.
- Ability to foster team building and cooperation with the Foundation Board of Directors and a proven record of success in the management of people.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Must be able to provide their own transportation as the position requires travel using their own transportation to school and District sites.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in office setting.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.

- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*