

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 645
EXEMPT

PROGRAM COORDINATOR – COMMUNITY ENGAGEMENT AND DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Leadership and Development (ELD), develop, plan, coordinate, integrate, and implement the policies, operations and activities of The Foundation @ FCOE and various community partnerships to enhance educational effectiveness and efficiency of the Office of the Fresno County Superintendent of Schools (FCSS) and local school districts to further support students of Fresno County with exemplary educational programs and services through a shared community responsibility.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinate Foundation Board and sub-committee meetings including agenda development, calendar coordination, logistics, and other needs as directed by the Assistant Superintendent, ELD; act as the liaison between the county office and the Foundation Board to ensure the Foundation is aware of overall objectives and activities.
- Develop and monitor The Foundation @ FCOE budget and financial plans; authorize and approve Foundation expenditures; oversee the annual external audit process; work with Foundation Board and Assistant Superintendent, ELD to ensure the most advantageous investment plan; evaluate budgetary and financial data to ensure expenditures are in accordance with established guidelines and limitations.
- Develop strategies to identify potential donors or funding sources and conduct outreach initiatives; meet with donors and prospective donors to create and foster relationships that support the organization's mission, vision, and goals.
- Develop policies, objectives, and initiatives designed to maximize The Foundation @ FCOE and other community engagement activities; expand community partnerships; develop policies for grant review and approval processes; develop goals and strategies for fundraising campaigns.
- Ensure The Foundation @ FCOE project milestones/goals are met and adhere to approved budgets; ensure activities comply with established standards, requirements, laws, codes, rules, regulations, policies, and procedures.
- Exercise sound judgment in resolving a variety of complex issues, complaints, or problems; formulate plans of action and ensure appropriate, timely resolution.
- Identify, build, and manage collaborative partnerships with community stakeholders, donors, and local government; communicate effectively to ensure project targets and donor requirements are met.
- Identify, recruit and support Foundation Board members, volunteers, and stakeholders; oversee volunteer training and recognition programs; communicate and correspond with board members; maintain board roster, generate reports for board meetings and ensure board members are adhering to Foundation Bylaws.
- Maintain compliance with external regulations and internal policies to ensure daily operations of The Foundation @ FCOE meet requirements.
- Plan and execute The Foundation @ FCOE and community engagement events, including but not limited to the FCOE Honors Gala, Innovation Grant Awards Celebration, and other fundraisers; coordinate community volunteers and assign roles; collaborate with partners to ensure special events publicize the organization and its programs to the community and support its goals.

- Plan, design and implement fundraising and donor development programs, flyers, and brochures, for The Foundation @ FCOE including giving campaigns, event fundraising, and scholarship programs.
- Plan and develop trainings and other staff development activities; prepare and deliver oral presentations; prepare, develop, and distribute related training and support materials; assist in coordinating meetings, committees, and special events.
- Prepare proposals and grant applications; research, identify, develop, and respond to public and private grant opportunities; monitor grants and potential funding to increase programs and services, track grant reporting requirements, deadlines, and submissions; manage agreements with grantees, external consultants, and vendors; process invoices; oversee multiple grants and their respective deliverables; adhere to donor requirements and regulations.
- Prepare and maintain a variety of narrative, and financial and statistical records, reports and files related to programs, functions, projects, compliance, staff development and assigned duties.
- Research, compile, assemble and evaluate a variety of technical information, and programs related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Serve in the role of Executive Director for The Foundation @ FCOE.
- Serve on committees and represent the FCSS at conferences, meetings, workshops, and seminars.
- Interview, select, supervise, and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements, and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- Central Valley and demographic profile of students in the region.
- Change and project management.
- Financial Accounting Systems.
- Fundraising and grant writing.
- Grant accounting.
- Organizational and training skills in planning and organizing work, maintaining schedules and timelines.
- Policies and objectives of assigned programs and activities.
- Record-keeping techniques.
- Research methods, grant and/or report writing techniques.
- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Coordinate The Foundation @ FCOE annual audit.
- Develop fundraising materials and social media messaging; update social media accounts and The Foundation @ FCOE website.
- Generate financial reports, approve vendor checks, review invoices for accuracy.
- Generate innovative ideas and solutions.
- Meet schedules and timelines.
- Plan and organize work.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state, and local standards.
- Safely and successfully perform essential job functions consistent with federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's Degree.
- Master's degree preferred.

EXPERIENCE:

- Four years increasingly responsible experience working with non-profit organizations and/or philanthropic sectors.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 12/01/2022