



**Sioux City
Public Schools Foundation**
A Foundation For Excellence

Position Description

Development Director

Overview

The Sioux City Public Schools Foundation (SCPSF) exists to support the Sioux City Community School District (SCCSD) with innovative programs that can't be achieved through limited state funding. We are looking for a highly motivated professional with experience in development/fundraising to join our team as the Development Director.

Reporting to the Executive Director, the Development Director takes the lead for the SCPSF Annual Fund. Additionally, the Development Director is a resource to educators and other district personnel as they look to plan and fund unique educational tools and experiences.

Key Responsibilities include:

- Develop Annual Fund Workplan with corresponding revenue goals and projected expense. Track and report progress on a regular basis.
- Seek philanthropic support within the Sioux City community. Perform all phases of the development process, including prospect identification, cultivation, solicitation, and stewardship.
- Plan and carry out the SCCSD Employee Campaign.
- Plan and carry out Special Event fundraisers.
- Administer the Foundation's grants process.
- Prepare proposals to private foundations, corporations, and individual grantors.
- Work with schools to understand their needs and connect them with the resources available to them at the Foundation and in the community.
- Represent SCPSF at various community meetings and projects.

Personal and Professional Qualities

The Development Director will be an outgoing self-starter with strong interpersonal skills. He or she will be an effective communicator both verbally and in writing. S/he will have a range of personality traits and work habits that enable him/her to work in a fast-paced environment and balance frequently-competing demands.

Experience and Qualifications

- Bachelor Degree in Business Administration, Education, or related field preferred.
- 3-5 year's experience in Development/Fundraising; sales or other similar experience considered.
- Skilled in the use of office equipment, including telephone, copier, fax, and computer. Comfort with standard office software (MS Word, Excel, etc.) as well as donor management software.

- Must possess a valid driver's license and able to use personal vehicle for work-related purposes. Occasional travel may be required to include out of town/state and overnight.

Any offer of employment is contingent upon a satisfactory background check.

THIS IS NOT A SIOUX CITY COMMUNITY SCHOOL DISTRICT POSITION.

Resume and cover letter may be sent to:

Sioux City Public Schools Foundation

Attn: Kari Kellen

627 4th Street, Sioux City, IA 51101

Or emailed to:

kellenk@scpsf.org