

COORDINATOR, EDUCATIONAL FOUNDATION

GENERAL RESPONSIBILITIES

The position is responsible for managing and directing the Virginia Beach Public Schools Education Foundation. including meeting and planning with the Education Foundation's Board of Directors on committee functions and fund development activities and serving as the liaison between the Education Foundation and VBCPS. Assist the staff in the Office of Media and Communications Development.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manage the Education Foundation Board of Directors: organize quarterly Board of Directors' meetings; plan Executive Committee and Special Committee meetings; and maintain regular correspondence with the Foundation Board members.
- Prepare and send on-going correspondence for the Foundation (i.e., thank you letters, sponsorship and grant requests, general informational mailings, etc.).
- Manage the annual fundraising events including a golf tournament, student concert, Commemorative Print activity and house-building project.
- Assist the Education Foundation with the development of a strategic plan, structure and by-laws. Account for finances, budgets and distribute funds.
- Prepare, promote and manage student scholarship information and recipient selection.
- Prepare, promote and manage Building Futures Grants including the design and distribution of applications and overseeing the selection process.
- Serve as spokesperson for the Foundation to civic and community groups and principal's meetings and present at local and regional workshops.
- Market activities including the distribution of press releases.
- Design annual reports, brochures, Power Point presentations and other marketing material.
- Serve as a member of the Virginia Partners in Education Board of Directors; attend quarterly meetings and plan the annual conference.
- Develop training materials/workshops for Board members.
- Attend training conferences and meet quarterly with other Education Foundations Directors.
- Manage the nominating committee responsibility of nominating and recruiting new board members. Participate in Office of Media and Communications activities including staff meetings and assist with other functions as needed.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices and procedures of media, public, and community relations; knowledge of school division objectives, procedures, methods, and organization; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates; ability to work well under pressure; handle regular and after-hour emergencies; and deal with high-level political representatives.

EDUCATION AND EXPERIENCE

Bachelor's Degree in English, journalism, education, mass communications, or related subjects. Master's Degree preferred. Training in crisis/emergency communications preferred. Considerable experience as a Public Relations Specialist.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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