

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SENIOR DIRECTOR – PUBLIC AFFAIRS AND PHILANTHROPY CHIEF OF STAFF

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory, administrative, and professional work to assist the district in the area of philanthropy, grants, public information, strategic communications, legislative affairs and policy. Additionally, the Senior Director of Public Affairs is responsible for conducting special projects as requested. Reports to the Chief of Staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provide leadership, vision and planning of philanthropic activities.

Identify and write grants for the district.

Mentor staff in their efforts to develop and submit proposals.

Review proposal content and budgets.

Review and negotiate contracts, awards and sub-contracts including recommendation of appropriate language and terms.

Provide consultation on a wide variety of policies and issues regarding preparing, conducting and/or administrating.

Maintain records of grants related activities and provide reports, as needed.

Reviews requests for grant proposals; composes grant-writing literature for school personnel; conducts workshops on grant writing; establishes clearing house for each grant.

Provides advice and technical assistance in writing grants, interpreting legislation, policy, and guidelines; monitors the submission of all system-wide grant proposals; and serves as liaison with collaborating community agencies.

Supports the district's development of policies and administrative regulations.

Researches, writes and edits new policies and administrative regulations for review by the Superintendent, Chief of Staff, Board of Education's Policy Committee, and assists senior leaders in updating policies and administrative regulations as needed.

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Shares relevant articles, research and executive summaries and potential policy implications with district leaders as appropriate.

Prepares strategic communications, including written comments, policy issue papers, summaries and analyses, talking points, presentations, and external meetings synopses on assigned issue areas.

Assists the development of legislative priorities and supports the district's advocacy on various issues.

Supports the district's responses to public records requests in keeping with state and federal statutes and district expectations regarding timeliness and transparency of information.

Assists with inquiries from employees and the public regarding school board policies and administrative regulations.

Conducts special research projects as requested.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree (Master's degree preferred) in education or a related field with significant coursework in technical writing. This position requires significant experience in grant writing; or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

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Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, studies, etc. Requires the ability to prepare correspondence, reports, forms, research papers, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including statistical and educational research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of educational research methodology, including research design, program evaluation and data analysis.

Thorough knowledge of magnet schools and comer school programs.

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Considerable knowledge of statistical theory.

Considerable knowledge of the current legislature, literature, trends, methods and developments in the area of identifying and obtaining grants.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of existing grant foundations and grants available to school systems.

Considerable knowledge of the grant application process.

Considerable knowledge of the principles of organization and administration.

General knowledge of special programs in the school system.

Skill in developing and conducting presentations.

Skill in conducting extensive research projects.

Ability to write state and federal grants.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to develop instructional literature.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.