Job Description

Title: Director of Strategic Partnerships and Community Engagement  
FLSA Status: Exempt
Classification: Administrator
Immediate Supervisor: Executive Director of School and Community Relations

Job Summary: Responsible for coordinating strategic community partnerships that positively impact student learning and achievement, including school business partnerships, volunteers, mentors, and special projects that support district initiatives.

Essential Functions:

- Develop, enhance and maintain effective strategic community partnerships and alliances that enhance student achievement
- Coordinate career partnerships with high school career academies that result in student internships and job shadowing opportunities
- Recruit and support mentor and volunteer programs
- Coordinate resource development with district’s foundation
- Serve as liaison to community groups and organizations

Hiring Specifications:

Education
- Minimum of BA in education, business or related field

Certification
- None required

Experience
- Record of community service
- Proven successful management level experience

Skills, Knowledge & Abilities
- Excellent communication skills
- Knowledge of community and ability to translate into resources for the district
- Complete understanding of schools including their operations, needs and organizational structure
- Proven skills as a leader and team builder
- Broad knowledge and skill in resource development
- Ability to work effectively, cooperatively and respectfully with staff, parents and community members regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability
- Ability to recognize sensitive issues and maintain confidentiality
- Knowledge of budgeting procedures and management related to areas of responsibility
- Ability to manage multiple projects and timelines successfully
- Ability to work a flexible schedule including evening and some weekend hours
- Ability to work effectively through the committee process to accomplish goals
- Ability to handle adversity in an objective manner
• Demonstrated record of commitment and sensitivity to affirmative action, equal opportunity and human rights
• Strong commitment to Waterloo Community Schools, public education and community

**Technology Requirements**

• Word processing skills
• Spreadsheet skills
• Electronic presentation skills
• Web navigation skills
• E-mail management skills
• Computer network knowledge applicable to the position
• Knowledge of computer-related storage devices
• Ability to effectively use PDAs (personal digital assistants) for communication and scheduling
• Knowledge of educational copyright laws
• Knowledge of computer security expectations
• Experience with digital cameras
• Knowledge of scanners

**Supervision of Others:**

• Support staff
• Mentor Coordinator
• Others assigned by the Executive Director of School and Community Relations

**Personal Contacts:**

• All district personnel and members of the community
• Civic organizations
• New and existing businesses
• Nonprofit agencies
• Governmental agencies

**Job Duties:**

1. Assures continuity of broad-based volunteer direction and support of the district through a program of community-wide cultivation, recruitment and motivation of high-level community and corporate leadership.

2. Assists the Executive Director of School and Community Relations in identifying critical issues affecting district and facilities and implements the development of resources (financial, human and organizational) to meet targeted needs.

3. Maintains an overview of district needs and issues.

4. Develops and maintains positive working relationships and fosters collaborative efforts with community nonprofit funders, businesses and community organizations.

5. Secures funding from local resources (transitioning to District Foundation).

6. Plans, organizes, implements and evaluates volunteer-driven fundraising campaigns (transitioning to District Foundation).
7. Serves as district liaison with Community Foundation of Northeast Iowa (transitioning to District Foundation).
8. Provides coordination of Partners In Education activities, including recruitment of new business partnerships.
9. Provides coordination and support to district-wide mentor program.
10. Promotes the use of facilities and resources of the district to meet the needs and interests of people of all ages in the community.
11. Coordinates and promotes community education programs that benefit the citizenry.
12. Serves as liaison to community groups such as Communities in Schools, Cedar Valley’s Promise, Volunteer Center of Cedar Valley, etc.
13. Establishes budget parameters for the department and for the various programs within the department.
15. Provides status reports to the Executive Director of School and Community Relations relative to the various programs, their impact on the schools and students, and the degree to which community members are involved.
16. Serves on district incident command team.
17. Recommends Board policies related to areas of responsibility and develops administrative guidelines as needed.
18. Attends Board meetings as necessary, serves as a resource person and assists with presentations of information and/or recommendations and prepares Board exhibits as appropriate.
19. Adheres to high ethical standards and demonstrates professionalism when acting as an agent of the district.
20. Keeps the Executive Director of School and Community Relations advised on all relevant matters.
22. Works to secure internships and career shadowing opportunities for high school career academies.
23. Performs other duties as assigned by the Executive Director of School and Community Relations.

Physical Requirements:

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<th></th>
<th>NEVER 0%</th>
<th>OCCASIONAL 1-32%</th>
<th>FREQUENT 33-66%</th>
<th>CONSTANT 67%+</th>
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<tbody>
<tr>
<td>A. Standing</td>
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<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Pushing/Pulling</td>
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<td>F. Reaching</td>
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<td>G. Climbing/Stairs</td>
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<tr>
<td>H. Driving</td>
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<tr>
<td>I. Lifting (specify weight)</td>
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<td>J. Carrying</td>
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<td>K. Manual Dexterity Tasks</td>
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<td></td>
<td>Telephone</td>
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<td></td>
<td>Computer</td>
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<td>Other (specify) Blackberry</td>
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### Working Conditions

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<td>Outside</td>
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<td>Extremes in temp/humidity</td>
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**Terms of Employment:** Twelve-month contract per Board policy and administrative guidelines.

**Date Last Revised:** 10-7-10