



**PARTNERS IN EDUCATION
FOUNDATION**
R O U N D R O C K I S D

Fundraising and Marketing Director Position

Job Summary:

The **Fundraising and Marketing Director** is a key leadership role responsible for planning, coordinating, and executing all fundraising, marketing, and administrative efforts for the Foundation's major events and yearlong programs. This position plays a vital role in promoting the mission and purpose of the Foundation through strategic fundraising initiatives, targeted marketing campaigns, and public relations efforts.

The Director will take the lead on major fundraising events and initiatives, including the **Gala, Golf Tournament, District initiatives and School Supplies Drive**, ensuring each program is well-executed, well-promoted, and aligned with the Foundation's goals. The Director will also serve as the primary liaison with Round Rock ISD Community Relations for all co-sponsored events and shared marketing efforts. The Director will work alongside the Executive Director to secure new funding partnerships and maintain and enhance current relationships.

Principle Accountabilities

- Maintain and update foundation, corporation and individual donor files for Sponsorships and Silent Auction/Live Auction for events
- Secure fundraising support via Sponsorships, as well as, underwriting opportunities and other areas for events.
- Process donations and work with staff to prepare acknowledgement letters and other correspondence.
- Create monthly fundraising reports and other database reports as needed (Event Sponsorships, Underwriting and Silent/Live Auction)
- Continually update and maintain database records as requested by Executive Director
- Provide and maintain budget for event sponsorship and other areas as needed
- Conduct preliminary research on prospective corporate foundation and individual donors.
- Work with Executive Assistant to maintain guest lists, gather and prepare registration materials and other duties as assigned for fund-raising events.
- Handle all administrative details for committee meeting agendas and follow-up with Board Members event Chairs
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Other duties as assigned by the Executive Director
- Help maintain Website/Social Media posts
- Create flyers/sponsorship packages/all print materials as needed for events and programs
- Work with team on all events/programs to support where needed

Skills and Abilities:

- A minimum of (5) years' experience in fundraising, sales and event experience in business or non-profit organizations
- Proficiency in Microsoft Word, Excel and PowerPoint, Google and Database (CRM) management experience (BetterUnite, Network for Good, SalesForce etc.)
- Proficiency in Marketing, website update (Word Press, twitter, instagram, LinkedIn, facebook and other social media postings
- Proficiency with Adobe Illustrator or other software for creating flyers, sponsorship packages, marketing materials
- Excellent verbal and written communications skills
- Strong people skills and well versed in customer service
- Ability to manage multiple priorities with strong skills in planning and problem-solving
- Ability to present information concisely and effectively, both verbally and in writing
- Experience in record keeping, posting, mail merge, filing and other administrative tasks
- Ability to work independently with little supervision
- Demonstrates attention to detail, accuracy and thoroughness
- Prioritizes and plans work activities
- Ability to deal with frequent change, delays or unexpected events
- Maintains confidentiality
- Works with integrity and ethically

Essential Functions/Physical Requirements: *Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights up to 30 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read education information. Overall mobility is essential including sitting or standing for long periods of time, driving a vehicle and working under challenging conditions (Golf and Gala).*

Work Conditions: *Work is performed within office, campus and outside locations when deemed necessary for special events. Job requires some lifting, carrying and loading of equipment for special events. Job includes limited evening and weekend work throughout the year.*

Salary Range:

- Based on Experience: Range (\$85,000+ (commensurate with experience)
- Retirement match up to 3% Simple IRA
- Monetary stipend -\$5,616 towards Health/Dental benefits provided pro-rated per pay period)

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

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Email cover letter and resumes will be accepted at: rrisdpief@rrisdeducationfoundation.org