

Job Description

NNPS Job Title: Foundation & Corporate Partnership Liaison

Job Classification: Exempt

NNEF Job Title: NN Foundation Director

Contract Length: 245

Supervisor: Foundation's Board of Directors and NNPS Superintendent/designee

Pay Grade: 40

Job Summary

The Newport News Education Foundation (NNEF) is a collaborative board that is comprised of leaders from businesses, government, and education who share the perspective that education is a cornerstone to individual prosperity, economic development and community enrichment. The NNEF actively supports Newport News Public Schools and its programs for students through teacher mini-grants, scholarships, performance recognition events and building greater capabilities to advocate for school funding and support. The NNEF is uniquely positioned at the intersection of government, business and philanthropy to facilitate city-wide collaboration and promotion of public-private partnerships.

This position is responsible for providing guidance on and implementation of NNEF strategies and programs. It guides the NNEF into continued growth and is the liaison between businesses, the community and school leadership. The NNEF Liaison is responsible for meeting fundraising and development goals set forth by the NNEF and collaborating with NNPS administration to establish and maintain corporate and non-profit partnerships that support the mission of Newport News Public Schools.

Essential Duties

Key task areas for the position include:

- **Fundraising and financial development**
 - Develop, implement and manage effective fundraising strategies for individuals, corporations, foundations and other public and private entities.
 - Build relationships and networks with potential funders.
 - Manage the Foundation's customer relationship management (CRM) database.
 - Oversee the Foundation's financial status in coordination with officers of the Board.
- **Board management and development**
 - Implements strategies to contribute toward the Foundation's key objectives and special events, ensuring that they are coordinated and implemented in an effective and timely manner.
 - Financial and budget advocacy for NNPS.
 - Teacher/research mini-grants to propel creativity and enablement of students, teachers and system.
 - Lett teacher scholarship program to encourage best future teacher candidates to become part of NNPS.
 - Performance recognition events for students and program
 - Develops board membership to best embody active, visible and engaged civic leadership.
 - Develops and provides annual performance evaluation of the Foundation as a whole, including performance vs. intended plans and opportunities for expanded influence.
- **Program leadership**
 - Chief liaison and collaborator for the Foundation.
 - Develops and enables communications and public relations, including website and social media platforms, writing media releases, and promoting positive media coverage of Foundation events and programs.

The Foundation Liaison represents the Foundation members at the intersection of government, business and school leadership. As such, it is expected the incumbent will project the qualities of the board he/she represents to become the anticipated voice of the Foundation.

- **Leadership** – demonstrated abilities to work with and influence others in support of mission objectives.
- **Politically savvy** – keen interest and awareness of political, cultural and social drivers affecting Foundation interests.
- **Fundraising network** – knowledge of potential funding mechanisms and ability to collaborate with them.
- **Program management** – demonstrated abilities to create mission strategies, actions, schedules and follow through to successful completion.
- **High level verbal and written communication skills** – ability to converse with all levels of community members to include leaders, supporters and followers.
- **Creativity** – to engage others, develop new ideas and approaches and meaningfully engage others in change.

(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.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

The level of operation this position dictates anticipated qualifications and background experiences of potential candidates:

- Must possess a Bachelor's degree in a related field providing foundational knowledge of position requirements.
- Demonstrated experience in developing new and sustainable funding for projects.
- Working knowledge of customer relationship software; experience with Bloomerang software preferred but not required.
- Notable contributions to start up or significant renewal operations for a business, foundation or non-profit organization.
- Significant fiscal responsibility for projects, programs or businesses including budget preparation, analysis, decision making and reporting.
- Portfolio of communications, public relations or cultural change campaigns indicating successful completion of the objectives.

Working Conditions and Physical Requirements

Duties are performed in an office environment. Must be able to sit for long periods of time. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside.

Supervision Exercised: Assigned Staff

Supervision Received: Foundation's Board of Directors and the NNPS Superintendent/designee who shall oversee the Liaison from an administrative standpoint.

This job description in no way states or implies that these are the only duties to be performed by this employee. The will be required to follow any other instructions and to perform any other related duties as assigned by the Foundation's Board of Directors and the NNPS Superintendent/designee who shall oversee the Liaison from an administrative standpoint or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 04/2021 CR