

The DeKalb County School District is currently seeking an experienced and professional **Grants & Partnerships Director**.

Salary Grade/Schedule: Unified 132

Salary Schedules: [2021-2022 Salary Schedules](#)

The material contained herein is subject to change. All open positions offered by the DeKalb County School District are subject to specific job requirements. The DeKalb County School District is an equal opportunity employer, and all hiring decisions are subject to federal, state, and local employment laws and regulations.

Title: Grants & Partnerships Director

Under limited supervision, manages the alignment, implementation, and analysis of the District's Grants and Partnership Development Program. The Director of Grants and Partnerships is accountable for leading a team focused on developing and managing relationships with a broad range of foundations, corporations, and local, state, and federal government agencies to secure an increased level of funding for District priorities.

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Communicates a vision for the development and management of externally funded initiatives for the district, including a plan to regularly communicate to internal and external stakeholders and recognize external partners.
- Develops a strategic plan to cultivate and manage ongoing and new relationships with University, Community-Based, and Faith-Based partnerships to advance the district's strategic plan.
- Assesses the educational funding needs of the district through external and internal input and metrics.
- Oversees the completion and implementation of a long-range district fund development plan and activities to advance the district strategic plan.
- Creates an external fundraising plan and calendar for the district which include leveraging state, corporate, and foundation funding applications that align with district priorities.
- Creates and maintains the internal capacity to research and write top priority proposals to corporations, foundations, and major donors that advance the district's strategic plan.
- Develops communication plan regarding the partnership and development process, creates a website with a toolkit and resources for campuses and ongoing news for current and potential. Provides training to campus principals and designated staff to build their capacity regarding the use of tools for fundraising, methods for successful fundraising, and compliance with district expectations and systems.
- Supervises and evaluates the performance of assigned staff.

- Represents the Superintendent and Deputy Superintendent at internal and external events, as needed.
- Maintains the annual budgets; monitors spending; and reports expenditures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's degree Education, Education Administration, Psychology, Counseling, Business, Economics, or closely related field from a Professional Standards Commission approved accredited college or university.
- Minimum five (5) years of Education, Education Administration, Psychology, Counseling, Statistics, or closely related school-based or managerial/administrative experience required.
- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or meet the eligibility requirement for a Support Personnel License from the Georgia Professional Standards Commission.