



## **Program Manager: Development & Events**

### **Organizational Summary:**

The SAISD Foundation is a small non-profit with a large mission. With an open office environment in Mark Twain Dual Language Academy, our small professional team supports 90 schools and 53,000 students in San Antonio ISD to increase student success through innovation. Our regular special events fundraising efforts allow for the awarding of 300+ grants and 100+ scholarships each year as well as a number of strategic initiatives. With gifts and grants now in excess of five million dollars annually, the SAISD Foundation is expanding our development team to reach even new heights.

### **Job Summary:**

Reporting to the Executive Director, the Program Manager for Development and Events manages all SAISD Foundation events and communication with the consistent goal of donor stewardship and donor cultivation. The Program Manager for Development and Events also manages all third-party fundraisers, donation drives and marketing campaigns. The Program Manager creates and manages social media, website, and newsletter calendars as well as regular donor communication. This position directs members of the SAISD Foundation staff, interns, contract employees and volunteers in the work related to these key areas and collaborates with related San Antonio ISD staff.

### **Compensation Classification:**

Exempt 12 months | Eligible for Health Benefits | Salary Commensurate with Experience

### **Primary Job Functions:**

#### **Development**

- Develops and implements a multi-step donor stewardship plan.
- Manages, tracks and creates donor cultivation plans in donor database system.
- Keeps Executive Director informed of donor retention and leads for major gifts.
- Makes regular visits to schools to witness grants in action.
- Manages Gifts in Memory & Gifts in Honor Program.
- Leads Employee Giving Programs.

#### **Event Management**

- Leads event planning for the SAISD Foundation to include, but not limited to Inspire Awards, Golf Fore Education, and annual 5K and provides innovative approaches to make them more successful.
- Manages and promotes all third party fundraising events for the SAISD Foundation.
- Establishes and achieves specific and measurable goals for each event.
- In partnership with the Board of Directors, identifies, recommends and solicits individuals and businesses for sponsorships and auctions.
- Organizes logistics (catering, AV, décor, volunteers, etc.) involved in successful implementation of all events.
- Establishes and facilitates donor cultivation events.

### **Communications & Marketing**

- Communicates regularly with donors and donor prospects.
- Manages SAISD Foundation webpage and social media calendars.
- Develops and produces marketing collateral.
- Manages the production and distribution of an annual report.
- Supports external and internal methods of communication from the Foundation.
- Represents the SAISD Foundation at external events to promote the Foundation.
- Presents a positive image of the Foundation to all contacts.
- Updates Foundation profile on GuideStar and other donor related sites.
- Shares regular stories about teacher grants and donor profiles.

### **Qualifications:**

#### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university.
- Two to five years of experience in donor development, marketing, non-profit work, sales or a related field.

#### **Preferred Qualifications:**

- Five or more years of experience in development, marketing, non-profit work or sales.
- Master's degree from an accredited college or university.
- Adobe Creative Suite

#### **Competencies, Knowledge, & Skills:**

- Committed to advancing the mission, visions, goals and programs of the SAISD Foundation.
- Ability to communicate succinctly and persuasively in written and verbal form.
- Ability to use personal computer and software to develop spreadsheets, make updates in donor software, create newsletters, photo-cards and infographics.
- Demonstrated organizational, communication, presentation and interpersonal skills.
- Strong working knowledge of Microsoft Office and Social Media platforms.
- Ability to think strategically and to complete projects independently with-in a team-based environment.
- Ability to meet established deadlines and balance multiple priorities at one time.
- Ability to relate to teachers, donors, volunteers, board members, media, and the public.

#### **Working Conditions/Physical Requirements:**

- Physical requirements include occasional lifting/carrying of 10+ pounds with assistance.
- Frequent contact with students, parents, teachers, administrators, donors, and volunteers.
- Subject to visual acuity, speech/hearing, hand/eye coordination and manual dexterity to perform the essential functions.
- May be required to work more than 40 hours during the work-week and include early morning and evening hours to support events.
- Communication is primarily through face-to-face interaction and written documents.
- Must be able to pass a criminal background check.

***Please submit a cover letter and resume electronically to [info@saisdfoundation.com](mailto:info@saisdfoundation.com) by Nov. 17, 2017. We anticipate first interviews will be conducted the week of Nov. 27, 2017***