



## About the Community Engagement Director Role

The Community Partnerships program area is at the core of the Foundation's work, including the Teacher Support Network, which began in 2019-2020 as a \$10,000 pilot program serving 3 schools and 100 teachers. This signature program has grown into an efficient system that delivered over \$350,000 in materials to teachers in 2022-2023.

Building on the amazing progress we've made, the Foundation now plans to expand the Community Engagement Director role to focus on two main areas: overseeing the Teacher Support Network operations while scaling to meet growing needs and engaging in business development and networking to support the Foundation's other key programs and partnerships.

### Duties & Responsibilities: Teacher Support Network (50%)

- Incorporate Teacher Support Network into Foundation plans and budget.
- Maintain positive relationships and open communications with MMSD stakeholders. Integrate Teacher Support Network plans with marketing, development, and advocacy efforts.
- Support our Adopt-a-School program and events through Teacher Support Network. Manage relationships with vendors and partners.
- Identify and secure new partners and vendors for program growth.
- Partner with the Foundation team on fundraising efforts to sustain the program and increase capacity.
- Track performance metrics and report outcomes.
- Attend Community Partnerships Committee meetings and Foundation board meetings, preparing reports for both as needed.
- Participate in Foundation staff activities, such as weekly staff meetings and staff strategy sessions.

### Duties & Responsibilities: Business Development (50%)

- Create an annual business development plan that will help achieve overall Foundation revenue and programming goals.
- Represent the Foundation on a regular basis at community events, maximizing our investment in memberships.
- Identify and cultivate leads that can be nurtured by other staff members as appropriate (e.g., a prospective Adopt-a-School partner or prospective Schools Make Madison Sponsor).
- Partner with the Development Coordinator to plan and execute cultivation events.
- This position description describes the general scope of responsibilities for this position. Other duties may be assigned to support the success of the Madison Public Schools Foundation.

**Experience & Skills:** A passion for public education and commitment to the successful futures of Madison's public-school students. Prior non-profit experience with program development and management with knowledge and understanding of development and/or fundraising practices. A self-starter with exceptional interpersonal skills with the ability to work effectively with a diverse population in a highly collaborative environment. Find the full job description and qualifications:

<https://schoolsmakemadison.org/about-us/employment/>.

Candidates should be committed to anti-racism work, a critical element of the Foundation's culture.

This is a full-time, salaried exempt position. Salary range is \$70,000 - \$80,000 based on experience. We offer a comprehensive benefits package, including monthly cell phone stipend. Please submit a resume and statement of interest to [careers@SchoolsMakeMadison.org](mailto:careers@SchoolsMakeMadison.org)