



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

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|------------------------|---|--------------|---------------|
| Job Title: | Coordinator Community & Business Development | FLSA Status: | Exempt |
| Job Family: | Professional | Pay Range: | N |
| Prepared/Revised Date: | April 19, 2021 | Job Code: | 33568 |
| | | Days: | 260 |

SUMMARY: Responsible for developing and maintaining partnerships with business, industry, and community while increasing awareness of Poudre School District’s identity. The coordinator provides creative leadership in proactively identifying, cultivating, and soliciting new partners and engaging with existing partners. Through regular collaboration with the broader Career & Innovation team, including the Career and Technical Education team and the Futures Lab team, as well as PSD leadership, the coordinator will help in identifying opportunities externally that align with internal needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Description of Job Tasks |
|--|
| 1. Identify, develop, and manage business partnerships that benefit PK-12 students in PSD. |
| 2. Proactively identify and engage potential strategic partners and develop awareness of engagement opportunities in PSD. |
| 3. Create and deliver presentations to stakeholder groups, including developing high-quality written and visual materials. |
| 4. Represent PSD’s interest on community boards and organizations such as the Workforce Development Board, Chambers of Commerce, and identified sector partnerships. |
| 5. Understand CTE programming to support school-based career exploration activities and programs. |
| 6. Recruit, onboard, and manage industry partners in Xello. |
| 7. Attend CTE Advisory meetings and Work-Based Learning Coordinator meetings to communicate new and existing partnerships and provide regular status updates on existing opportunities. |
| 8. Serve as primary contact for CareerWise and the PSD Foundation. |
| 9. Hire and supervise student interns to manage projects. |
| 10. Develop externship opportunities that support teacher professional growth and lead to additional CTE endorsements. |
| 11. Supervise volunteer management system and volunteer coordinator (Dept Tech II) and supervise PSD Foundation classified staff member (Admin Office Assistant), including overseeing associated budgets. |
| 12. Collaborate regularly with the Assistant Director of Career & Innovation to ensure robust and comprehensive college and career readiness opportunities for PSD students. |
| 13. Oversee PSD Insight program and associated budget. |
| 14. Partner with PSD Foundation to identify, cultivate, and manage sponsorships and procure additional funding. |
| 15. Appropriately manage Community & Business Development budget. |
| 16. Attend work and arrive in a timely manner. |
| 17. Perform other duties as assigned. |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree required, preferably in Nonprofit Development, Marketing, Business Administration, Public Relations, or Communications.
- Minimum of five years of fundraising experience in the nonprofit or philanthropic sector.
- Equivalent combination of education and experience acceptable.



LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Event planning and coordination.
- Critical thinking, problem-solving and analytical skills.
- Oral and written communication skills.
- Knowledge of social media, outreach marketing platforms, and design from a marketing perspective.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the position.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Microsoft Power Platform.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|-----------------------------------|----------------|
| Reports to: | Director of Career and Innovation | |
| Direct reports: | Classified staff | 2 |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that 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 to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|--------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | X | |
| Walk | | | X | |
| Sit | | | X | |
| Use hands to finger, handle, or feel | | X | | |
| Reach with hands and arms | | X | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |



| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | X | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|----------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | X | |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | X | | |
| Coordinate | | | | X |
| Instruct | | | X | |
| Compute | | | X | |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | X | |
| Negotiate | | | | X |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|----------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|--------------|----------------|
| Very quiet | |
| Quiet | X |
| Moderate | |
| Loud | |
| Very Loud | |