**Job Description**

Liberty Public School District

**Director of Programs, Liberty Education Foundation**

**Purpose Statement**

The job of Director of Programs, Liberty Education Foundation is done for the purpose/s of providing a wide variety of business operations oversight; ensuring efficient execution of Foundation programs; playing a key role in project management related to events and donor management; and administrative duties to support the Liberty Education Foundation's mission and goals.

This job reports to Executive Director, Liberty Education Foundation

**Essential Functions**

- Assists in annual fundraising event planning and execution for the purpose of maximizing profits and ensuring a positive guest experience; thereby contributing to the long-term financial health of the Foundation.

- Attends board meetings and committee meetings for the purpose of providing guidance and information, recording minutes, coordinating materials distribution and/or supporting the needs of the attendees.

- Compiles data from a wide variety of sources (e.g. annual budgets, grant reports, program reports, etc.) for the purpose of providing required guidance, support and summaries to show the impact of the Foundation programming.

- Creates reports and provides supporting documentation to the Foundation's contracted CPA for the purpose of preparation of state and federal tax payments and the filing of our Form 990.

- Manages multiple grant cycles through preparation of applications, analysis and distribution to the Board of Directors Program Committee for review, arrangement of funds for distribution and coordination of individual school visits for the purpose of effectively promoting our programs.

- Manages database and its integrity, gift entry, gift receipting, gift acknowledgement processes for the purpose of maintaining accurate donor records and providing proper donor stewardship.

- Manages Foundation-housed scholarship funds by serving as the liaison with scholarship donor families and Liberty Public Schools staff, receiving and verifying student applications and securing Board approval for recipients for the purpose of disbursement of scholarship funds.

- Manages the Foundation's annual student recognition even (e.g. individual school nomination process, family communication and event program, etc.) for the purpose of upholding our longest standing program and celebrating students.

- Manages and reconciles fiscal information and account balances through Foundation bank accounts and with the Greater Kansas City Community Foundation fund for the purpose of verifying accuracy of information, maintaining accurate balances and complying with accounting practices.

- Oversees pledges and fulfillments for the Building Pride Campaign for the purpose of ensuring pledges are paid in full to support the investment Liberty Public Schools has made to this project.

- Partners with Liberty Public Schools Student Services and Business Office for the purpose of ensuring funds are received and disbursed appropriately.
Prepares annual donor tax statements for the purpose of notifying donors of all tax-deductible gifts made to the Foundation within a calendar year.

Prepares reports (e.g. gift, pledge, financial, program and event, etc.) for the purpose of successful execution of Foundation goals and strategies.

Prepares a wide variety of documents and written or electronic materials for the purpose of documenting activities and programs, conveying information and promoting our impact/results.

Responds to a wide variety of calls, concerns and/or complaints from patrons and others for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Supports the Executive Director and Board of Directors for the purpose of ensuring the efficient and effective functioning of the Foundation.

Other Functions
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Foundation.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: computer skills; preparing and maintaining accurate records; planning and managing projects; and vendor interaction.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; public relations protocol; relevant professional standards and practices; and community support organizations and public relations.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; motivate; facilitate meetings; and communicating with diverse groups.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, 35% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.
**Required Testing**  
None Specified

**Continuing Educ. / Training**  
None Specified

**Certificates and Licenses**  
None Specified

**Clearances**  
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Exempt

**Approval Date**  
7/1/2022

**Salary Grade**  
See Professional (12 months) Salary Schedule

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.