



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Program Specialist, Development and Fundraising**

**Class Code: 1412  
Work Days: 225**

**GENERAL PURPOSE**

Develop, implement, and oversee fundraising initiatives, fund development business plans, and relationship building functions for Inside the Outdoors Programs for the Department of Education; perform a variety of technical tasks relative to assigned area of responsibility; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Provide direction for the implementation of program, goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Develop, implement, and coordinate cause-related marketing/corporate responsibility partnerships to align corporate marketing goals and Inside the Outdoors funding needs.
  3. Develop and manage relationships with community leaders and potential funders to design opportunities that are unique and replicable.
  4. Cultivate, implement, and coordinate ITO replicable program models that are promoted to regional and national networks.
  5. Coordinate strategic planning for Inside the Outdoors Foundation (ITOF) fund development committees.
  6. Develop and coordinate collaborative partnerships with OCDE and business partners to design programs that meet partners' goals.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Work with consultants to direct activities and coordinate outreach efforts.
8. Develop, direct, and coordinate ITO public relations and communications through earned and social media.
9. Coordinate individual donor contributions.
10. Oversee the preparation and administration of the development budget; submit budget recommendations; monitor expenditures.
11. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
12. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
13. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing development and fundraising services; prepare work schedules for appropriate staff.
14. Maintain records and compile reports and statistical information needed for evaluation of program effectiveness and planning of duties.
15. Demonstrate attendance sufficient to complete the duties of the position as required.
16. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Principles of effective supervision, leadership, training, coaching and performance evaluation.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Current industry trends for informal science education.
4. Principles of marketing through public relations, earned media, and social media.
5. Principles of fundraising and development.
6. Southern California business climate.
7. Government and non-profit protocols and regulations.
8. Principles of supervision, training, and performance evaluation.
9. Modern and complex principles and practices of fundraising strategy trends.
10. Evaluation and assessment techniques used in determining effective fundraising and development strategies.

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**Knowledge of (cont.):**

11. Principles of budget preparation and control.
12. Pertinent federal, state, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for development and fundraising.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and communicate clearly and concisely, both orally and in writing, in English.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in fundraising, non-profit management, business development, or related field; and four years of successful experience in nonprofit fund development program, including business planning, donor development, community outreach, fundraising events, grantsmanship, and working with community volunteers.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

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### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

1/12, 9/17