



PORTLAND PUBLIC SCHOOLS

MANAGER, SCHOOL PARTNERSHIPS

Portland Public Schools is seeking talented people from diverse backgrounds and experiences, who are inspired by our mission and who are highly motivated to inspire our children to succeed. We want leaders who are strong collaborators, skilled communicators, problem solvers and who thrive in a community that is dedicated to continuous learning. When you join our team at Portland Public Schools, you can expect to be part of an innovative and equity-focused organization focused on building citadels of learning that develop strong academic proficiency, healthy socio-emotional development, and opportunities for all children to discover their inner gifts and talents.

As the School Partnerships Manager, you will serve as a fund development leader and integral team member of PPS' Strategic Partnerships and External Affairs Team, and will be essential part of a dynamic team responsible for providing support to the Superintendent and Senior Director of Strategic Partnerships and External Affairs in productively developing, leading and implementing an overall strategic community engagement plan for PPS to help civic, corporate and community leaders recognize and leverage the value of investing and volunteering towards the wellbeing of individual school sites across Portland Public Schools. You will be responsible for raising awareness of school-based fund development needs as well as discovering and overseeing volunteer and partnership opportunities between the Superintendent's Office, School Foundations, school site leaders, and the broader Portland community.

Reporting to the Senior Director of Strategic Partnerships and External Affairs, and working closely with the Office of Community Involvement and Public Affairs (CIPA) and the Office of School Performance (OSP), you will work closely with the School Foundations, nonprofits, business, philanthropic, civic leaders and families to raise awareness about strategic school needs and show how these communities can (inter) connect with school sites to grow resources and ultimately be part of closing the opportunity and achievement gap in those schools. Ultimately, you will be responsible to develop opportunities for the broader Portland community to provide private resources to school sites, and advocate for strategic and intentional community partnership efforts.

Responsibilities

You will serve in a critical fundraising capacity that will help PPS strategically engage funders, improve communications, and increase our district's private revenue. We expect you to:

- Build strong partnerships with the Board of Education, school-based foundations, PTAs, and other community based organizations that lead to positive and strategic identification of equitable philanthropic resources for schools.
- Develop the strategy and protocols for school sites to work with business, philanthropic and civic partners and acts as a liaison for fund development initiatives.
- Provide one-on-one support to school site leaders to grow their partnership with school-based foundations, corporate partners, small-business leaders, PTAs and families.
- Partner with the PPS' Director of Government Affairs to identify strategic roles that the Portland City Council and other elected officials can take part in to steward broader donor relationships with neighborhood schools.
- Launch and manage an "Adopt-A-School" Program and help shape the strategic future of this initiative in partnership with internal and external partnerships.
- Organize, coordinate and manage district-wide volunteer engagement opportunities and support

school-sites with identifying and cultivating high-leverage volunteer opportunities.

- Manage the Board of Education and Superintendent's participation and presence at key meetings and events as related to school-based fundraising.
- Represent the Office of the Superintendent with external organizations and at public functions related to fundraising activities for school sites.
- Work with CIPA to coordinate internal and external coverage that highlights how investments positively impact our school communities.
- Advise, inform and work closely with school supports teams and school site leaders to create a powerful narrative as a tool for making connections with donors.
- Contribute to the overall success of Portland Public Schools by assuming primary responsibility for special projects as assigned and performing all other duties and responsibilities as assigned in a timely, thorough, and professional manner.

Minimum Qualifications

- A Baccalaureate Degree in Business, Marketing, Non-Profit Leadership, Public Relations, Communications, or other subject areas closely related to a specific departmental program or Function; Master's Degree preferred.
- Minimum of three (3) years full-time equivalent experience performing professional-level management and/or administrative duties in functional areas such as: program/office/operations management, budget development and/or administration, development and administration of contractual agreements and/or grants, or other closely related functional areas.

Preferred Qualification

- Knowledge of urban public school landscapes including policies, politics, education practices and funding.
- Ability and passion to make a compelling case for investing in public schools and public education
- A strong analytic, performance management, accountability, and systems-thinking orientation necessary to inform strategy development and execution.
- Excellent written and verbal communication skills, including ability to convey information to a variety of audiences (e.g., large groups, staff meetings, executive briefings, public board meetings, memos).
- Knowledge and experience in: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, development office functions including gift processing, prospect and donor histories, fundraising reporting, and a range of fundraising techniques including building relationships with business and philanthropic executives, converting investors interests into strategic grant agreements that align with district priorities, and conceptualizing and organizing special events and experiences to strengthen the network of current and potential investors.
- Proven ability to coordinate and manage complex cross-functional projects with multiple competing priorities or perspectives.
- Ability and passion to make a compelling case for investing in public schools and public education
- Demonstrated experience of establishing and maintaining effective working relationships with multi-faceted public and private agencies and District departments, community, and others of diverse backgrounds, experience, and personalities.
- Evidence of strong conceptual, analytic, organizational and management skills, and demonstrated leadership ability; evidence of the ability to collaborate with diverse individuals.

Non-Represented
Exempt
B01, Grade 38