



PORTLAND PUBLIC SCHOOLS

MANAGER, STEWARDSHIP AND INVESTMENT RELATIONS

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 Stewardship and Investment Relations Manager, you will serve as a development leader and integral team member for PPS' Strategic Partnership and External Affairs Team, and will be an essential part of a dynamic team responsible for providing support to the Superintendent and Senior Director of Strategic Partnerships and External Affairs with strengthening existing relationships and initiating new contact within the corporate and philanthropic sector. You will also provide strategic direction and oversight of all stewardship activities in order to maintain strong communication ties with investors and prospects. You will develop creative strategies for effective stewardship of individual, corporate, and foundation partners including comprehensive written reports, other donor focused communications, and special projects that arise in anticipation of the District's comprehensive fundraising plan. You will help strategically build and foster long lasting relationships between PPS and our portfolio of current investors by curating the internal alignment to PPS' Vision and strategic priorities among key stakeholders using data-driven management practices.

Reporting to the Senior Director of Strategic Partnerships and External Affairs, you are responsible for designing, implementing and coordinating a comprehensive stewardship plan that appropriately and consistently promotes interaction with current PPS investors at all levels and ensure proposals and grants are effectively written, researched, and that all reporting is executed in concordance with PPS departments. Ultimately, you will be responsible for ensuring that we are good stewards of private investments and that these investments are making a strong impact in student achievement.

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:

- Collaborate with all PPS Central Office Departments to be sure that a strategic process is applied to all solicitations to maximize the rate of funding success; ensure that internal measures are being taken to further corporate and foundation relationships, and meet the expectations of corporations, foundations and their executive leadership.
- Support the Senior Director of Strategic Partnerships with the development and maintenance of ongoing relationships with individual, corporate and foundation investors through the strategic evaluation and monitoring of existing grant programs.
- Participate in the development of policies, procedures and manages systems essential for an impactful donor relations plan.

- Build a case for significant investments that will be built upon strong, multifaceted relationships with key corporations and foundations and is responsible for initiating and managing corporate and foundation grant solicitations at PPS.
- Lead and assist in writing and preparing funding requests and grant proposals to prospective donors and foundations, as well as tracking report requirements by corporations and foundations.
- Create and implement a multi-year stewardship plan that coordinates cross-sector departments within PPS, including multiple touch points with investors through various communications and engagement, like impact reporting and evaluation of their return on investment strategy.
- Manage the production/editing of annual and various stewardship reports, including writing and preparing mid-year and annual reports, working with Grant Project Managers and Budget/Finance Department staff to ensure quality and completion of reports that accurately and timely capture all financial reporting, e.g., revenue forecasts, budgets.
- Contribute to the overall success of the PPS 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