



## PORTLAND PUBLIC SCHOOLS

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### MANAGER, STEWARDSHIP AND INVESTMENT RELATIONS

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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

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 making 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-