

Hobbs Municipal Schools Job Description

Position: Coordinator of Strategic Initiatives and Partnerships

Supervisor: Superintendent and/or Superintendent's designee

General Job Description: The Coordinator of Strategic Initiatives and Partnerships shall assume responsibility in advancing the strategic goals of the Hobbs Municipal Schools by developing and managing key initiatives and partnerships. This individual will work closely with district leadership, educators, community organizations, and external partners to ensure that strategic initiatives align with the district's mission and objectives, ultimately enhancing the educational experience for all students.

Qualifications:

1. Master's degree in Education Administration, Public Administration, Business Administration, or a related field;
2. Minimum of 3-5 years of experience in strategic planning, partnership development, project management, or a related area.
3. Strong understanding of K-12 education systems and policies.
4. Excellent communication, negotiation, and interpersonal skills.
5. Proven ability to manage multiple projects and priorities simultaneously.
6. Experience with grant writing and fundraising is highly desirable.
7. Ability to work collaboratively with diverse groups of stakeholders.

Essential Duties and Responsibilities:

1. Collaborate with district leadership to identify, develop, and implement strategic initiatives.
2. Monitor and evaluate the progress of strategic initiatives, ensuring alignment with district goals.
3. Provide regular updates and reports to district leadership and/or the School Board on the status of strategic initiatives.
4. Identify and cultivate relationships with potential partners, including community organizations, businesses, higher education institutions, and government agencies.
5. Negotiate partnership agreements and ensure that collaborations are mutually beneficial and align with district priorities.
6. Maintain ongoing communication with partners to foster strong, sustainable relationships.
7. Identify educational opportunities that support student career interests
8. Organize and facilitate community meetings, workshops, and events to engage stakeholders.
9. Gather feedback from students and incorporate it into strategic planning processes.
10. Act as a liaison between the district and the community, promoting the district's initiatives and partnership opportunities.
11. Organize and facilitate community meetings, workshops, and events to engage stakeholders.
12. Gather feedback from the community and incorporate it into strategic planning processes.

13. Develop and implement communication strategies to promote strategic initiatives and partnerships.
14. Create content for newsletters, press releases, social media, and the district's website.
15. Present information about strategic initiatives to various audiences, including district staff, parents, and community members.
16. Demonstrate ethical behavior.
17. May be required to perform other related functions as assigned by the Superintendent and/or supervisor.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments with minimal direct supervision. Occasional after-hours work may be required. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling and moving light furniture may be required.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology.

Terms of Employment:

Salary and work year to be established by School Board.