



## **Director of Strategy, Advancement & Compliance**

**Department:** Superintendent's Office

**Reports To:** Superintendent

**Status:** Exempt / Full-Time

**Supervises:** Advancement, Communications, and Compliance Functions (as assigned)

### **POSITION SUMMARY**

The Director of Strategy, Advancement & Compliance serves as a key leadership team member responsible for advancing the district's strategic priorities through fundraising, stakeholder engagement, strategic communications, and regulatory compliance oversight.

This role provides leadership in developing external partnerships, strengthening organizational visibility, ensuring compliance with federal and state requirements, and supporting long-term organizational sustainability. The Director will work closely with the Superintendent, Board of Directors, school leadership, community partners, and external stakeholders to promote the mission and strategic vision of the district.

This is an opportunity to help shape and strengthen a comprehensive advancement and compliance function that supports educational excellence, organizational growth, and long-term sustainability.

### **MAJOR AREAS OF OVERSIGHT**

- Fundraising and Development
- Stakeholder Engagement and Partnerships
- Strategic Communications and Public Relations
- Federal and State Compliance Oversight



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Strategic Leadership**

- Support the Superintendent in implementing district strategic priorities and organizational initiatives
- Develop and monitor strategic plans aligned with the district's mission, vision, and growth objectives
- Provide leadership support for cross-functional initiatives and organizational improvement efforts
- Analyze organizational needs, trends, and opportunities to support informed decision-making
- Serve as a trusted advisor to the Superintendent, Board, and leadership team

### **Fundraising & Development**

- Design and implement a comprehensive fundraising and development strategy aligned with district priorities
- Cultivate and maintain relationships with individual donors, foundations, corporations, and community organizations
- Identify and pursue grant opportunities and oversee grant coordination processes
- Develop donor stewardship practices, giving campaigns, and fundraising systems to support district sustainability and growth
- Build fundraising infrastructure and support advancement initiatives in collaboration with district leadership and the Board

### **Stakeholder Engagement & Partnerships**

- Build and maintain strong partnerships with businesses, nonprofit organizations, higher education institutions, and community leaders
- Serve as a liaison between the district and external stakeholders
- Represent the district at community meetings, networking events, coalitions, and public engagements
- Support Board engagement efforts and strategic partnership development

### **Strategic Communications & Public Relations**

- Lead strategic communication efforts to strengthen the district's public image and brand awareness



- Coordinate internal and external communications, including media relations, public messaging, and community outreach
- Support crisis communication planning and communication protocols when necessary
- Ensure consistency in district messaging and branding across platforms

### **Federal & State Compliance Oversight**

- Monitor and support compliance with applicable federal, state, and local laws, regulations, and reporting requirements
- Coordinate compliance-related processes, audits, and documentation in collaboration with district departments
- Assist with policy development, implementation, and monitoring
- Support leadership in maintaining compliance with charter, grant, and accountability requirements
- Stay informed of changes in educational regulations and compliance expectations

### **Leadership & Organizational Support**

- Assist in developing systems, processes, and organizational infrastructure to support district operations
- Support leadership development and organizational capacity-building efforts
- Build and support collaborative relationships across departments and stakeholder groups
- Perform other duties as assigned by the Superintendent

### **QUALIFICATIONS**

- Bachelor's degree required; Master's degree preferred in Public Administration, Education, Communications, Business, Nonprofit Management, or related field
- Minimum of 5–7 years of progressively responsible leadership experience in strategic planning, advancement, communications, compliance, nonprofit management, or education administration
- Experience in fundraising, grant development, stakeholder engagement, external affairs, or organizational leadership strongly preferred
- Demonstrated success in relationship-building, strategic planning, and organizational development
- Knowledge of federal and state compliance requirements related to public education or charter schools preferred



- Strong public speaking, communication, and presentation skills
- Entrepreneurial mindset with the ability to build systems, processes, and partnerships
- Deep understanding of Houston’s philanthropic and civic landscape preferred
- Bilingual English/Spanish preferred

## **EXPECTED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of public education systems, charter school operations, and compliance requirements
- Ability to interpret laws, regulations, policies, and procedures
- Strong strategic planning and organizational leadership skills
- Ability to build and sustain collaborative relationships internally and externally
- Excellent written, verbal, and interpersonal communication skills
- Ability to analyze data and develop strategic recommendations
- Strong public relations and presentation skills
- Ability to supervise people and facilitate collaborative teams
- Ability to plan and present information to a variety of audiences
- Knowledge of current educational trends, methods, research, and technology
- Ability to maintain confidentiality and exercise sound judgment
- Ability to work independently and manage multiple priorities effectively

## **OTHER POSITION REQUIREMENTS**

- Ability to sit, stand, walk, bend, and move throughout district facilities as needed
- Ability to travel locally for meetings, events, partnership activities, and district functions
- Ability to lift and carry materials up to 25 pounds occasionally
- Ability to use standard office technology and equipment
- Ability to adjust visual focus and use technology and office equipment effectively