

Simoné McGautha

Professor Kristen Pape

Organization and Job Profile

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A. Vision, Mission, and Goals of Community Organization and Population Served:

The Columbia Public Schools Foundation, through a community supported endowment fund, provides financial support for school classroom and curricular materials and innovations that serve children in our school district. Because community tax dollars barely cover “fixed overhead” – salaries, benefits, utilities, etc., there are few dollars left to invest in innovative materials, experiences and other necessary programs that contribute towards an excellent public school system.

The Columbia Public Schools Foundation (CPSF)’s philosophy is that every child needs a strong foundation. Created for Columbia’s youth, CPSF supports quality programs that directly and positively impact student learning. CPSF is an independent, not-for-profit organization governed by a board of directors. Volunteers represent community members, business professionals, educators and parents; established to collect and distribute contributions from individuals, businesses, and organizations.

The goals of CPSF include but are not limited to: enhancing academic excellence in the public schools by providing funding not available through public sources, expanding learning opportunities for all our children, stimulating creativity and innovation, enrich the schools’ basic curriculum and also encouraging community and business involvement in the public schools.

B. My Role Within the Community Organization

As the Fund Development and Administrative Intern, my job is to:

- 1) Evaluate current donor development structure for the purpose of identifying improvements and enhancing technology leverage
- 2) Investigate and propose revisions/improvements for the donor development system
- 3) Present recommendations to Foundation Finance Committee and Board of Directors
- 4) Implement approved recommendations

- 5) Ensure that a system is in place to keep the web site updated with current information from CPSF
- 6) Work with Board members to incorporate social networking activities into the long-term marketing strategy for CPSF
- 7) Ongoing maintenance, updates and responses to those social networking opportunities
- 8) Work with Public Relations committee to integrate traditional media with our internet-based activities.
- 9) Provide Foundation members with training and written procedures to enable continuity/sustainability of implemented revisions/improvements

By reading the outlined expectations of me, I know that the overriding purpose of this work is to enhance the Foundation's financial system to provide the organization with an efficient and sustainable platform to support the operations of the Foundation within a volunteer structure. Since education is my passion, I know that this job will not only be fun for me, but it will also give me the knowledge I can take back to the classroom with me to be a successful teacher. Knowing the behind the scenes work of education will make me more prepared for the front line work.

C. My Future Learning and Explorations

Sometimes people wonder why this extra funding is needed since our public schools are supported with tax dollars. The simple truth is that those tax dollars barely cover salaries, benefits, utilities, transportation, maintenance, etc. There are very few dollars left to invest in innovative teaching materials and experiences; sometimes even important basics such as library books aren't adequately funded.

By working with CPSF, I hope to learn how to not take things for granted most importantly. Coming from a low-funded school district back home, I never realized that there are foundations such as this one, in the community actually trying to help. I am so ecstatic that I can lend a helping hand and play such a huge role in the funding of schools.

One skill that I notice is very prevalent in my job thus far is organization. Organization seems to be the most important thing within CPSF. It only makes sense. We are handling money and working with the government. Everything has to be recorded and invoiced. The organization skills I am learning now will forever help me in the future.

The experience will help me as a future teacher. I will continue to work with Non-For-Profit Organizations that help the funding of public schools, as a teacher. Again, the passion is there. When you are passionate about education, not only will you help in the classroom as a teacher, you will help outside the classroom as much as you can.