

Sanger Education Foundation Support Staff (Executive Assistant) Job Description

Responsibilities: The primary responsibility of the Assistant to the Executive Director is to assist in fundraising, donor management, and meeting the mission and goals of Sanger Education Foundation, Inc.

Reports to: The Sanger Education Foundation Executive Director

Responsibilities: Fundraising

- Assist the Executive Director in daily operations of the Foundation.
- Assist in fundraising to meet budget goals of the Foundation.
- Assist in Developing and maintaining relationships with donors, including business entities, civic organizations, charitable foundations, and individuals.
- Assist in developing and coordinating capital fund drives.
- Assist in obtaining annual gala and other event sponsors
- Assist in Identifying and applying for outside grant opportunities
- Assist the development of an alumni giving program
- Assist in drafting marketing materials, including but not limited to print, swag and other marketing materials identified by the marketing committee or board
- Attend marketing and development committee meetings and support the activities of those committees
- Assist in event inventory management
- Assist with and attend all events including the annual gala, luncheons, banquets, grant patrol, payroll campaign, and student and staff presentations.
- Help cultivation and secure online gala auction donations

Responsibilities: Community Relations

- Assist in the development and dissemination of all Foundation publications to the community including but not limited to the annual report and online newsletters
- Assist in the preparation and production of all publications and A/V presentations
- Foster a positive working relationship with the media
- Assist in arranging appropriate insurance coverage for all events and activities
- Maintain membership in and represent the Foundation, along with the Executive Director, in interactions with businesses, civic organizations, other foundations, professional groups, associations and community service clubs
- Assist in coordinating foundation events and activities with other organizations, including Sanger ISD, the City of Sanger, and community groups
- Help maintain and update the Foundation's online presence, including the Foundation's web site and social media postings
- Maintain donor correspondence and thank you letters, including year-end tax letters
- Assist in donor data entry into the Foundation's donor management software
- Maintain and help manage Constant Contact participants, data entry and email touches
- Assist in rolling over and general management of Grant /scholarship website portal

Knowledge and attributes needed

- **Required:**
 - Excellent communication and people skills
 - Good organizational skills
 - Working knowledge of accounting and financial reports
 - Bookkeeping and accounting entry experience
 - Computer skills with Word, Excel, Quick Books, Power Point, Canva and database programs (preferably Donor Perfect) Word Press/HTML, (Website and Scholarship/Grant Application Portals)
 - Ability to Multi Task and maintain professional tact and diplomacy
 - Ability to adjust schedule to accommodate frequent prolonged and irregular hours
- **Desirable:**
 - Experience and skilled in fund raising and development efforts
 - Experience and/or knowledge of non-profit operations
 - Familiarity with local community organizations, corporations, community leaders and potential donors
 - Knowledge of School District organization
 - Knowledge of volunteer management techniques

Part Time position average 25 hours per week with some evenings and weekends required. Flex time depending on scope of work required. Salary range based on 25 hours per week.

Salary range of

Hourly: \$25.00 - \$30.00

Annual: \$31,250.00 – \$37,500.00

Monthly: \$2604.00 – \$3125.00