

Sanger Education Foundation Support Staff (Executive Assistant) Job Description

Responsibilities: The primary responsibility of the Executive Assistant is to assist in fundraising and donor management, to meet the mission and goals of the Sanger Education Foundation. This position plays a critical role in event planning and donor stewardship. The Executive Assistant will work alongside the board President, Executive Director and VP Development and VP of Marketing to enhance fundraising, marketing and outreach initiatives.

Reports to: The Sanger Education Foundation Executive Director

This employment opportunity is NOT a part of Sanger ISD

Responsibilities: Fundraising

- Assist the Executive Director in daily operation of the Sanger Education Foundation mission and goals.
- Assist and co-plan in raising funds each year to meet budget goals of the Education Foundation.
- Assist and co-plan in the Developing and maintaining relationships with donors, to include corporate, individual and civic organizations.
- Assist in Developing/coordinating annual capital fund drives (board, employees, community, vendors, etc.)
- Assist in obtaining Annual Gala and Annual Giving Benefits sponsors
- Assist in Identifying and applying for outside grant opportunities
- Assist the development of an alumni giving programs
- Assist in drafting of all Marketing Materials, including but not limited to print, swag and any additional marketing materials identified by board and/or marketing committee
- Attendance and support of both Marketing and Development Committees
- Assist in Event Inventory Management
- Assist in all Event and/or presentation preparations including but not limited to Gala, Luncheons, Banquets, Grant Patrol, Payroll Campaigns, student and/or staff presentations.
- Cultivation and securement of online Gala Auction Donations
- Perform other duties as assigned in a professional and timely manner to support the overall success of SEF.

Responsibilities: Community Relations

- Assist in the development and dissemination of all Foundation publications to the community including but not limited to Annual Report and Online Newsletters
- Develop compelling content for newsletters, press releases and promotional materials
- Enhance SEF's brand visibility through strategic marketing efforts and community outreach
- Assist in the preparation and production of all publications and A/V presentations
- Fosters a positive working relationship with all facets of the media
- Works in providing appropriate coverage of all events and activities
- Maintains membership and represents the Foundation along with the Executive Director in civic organizations, professional groups, associations and community service clubs.
- Assist in coordinating foundation events and activities with existing school/community partnership programs
- Maintain and manage all social media postings
- Co plan all email marketing campaigns to promote SEF's mission
- Maintain Donor Correspondence and Thank You Letters, including yearend tax letters
- Assist in Donor Data entry into Donor Management Software
- Maintaining of Constant Contact participants, data entry and email touches
- Assist in Website management and Website updates
- Assist in rolling over and general management of Grant /scholarship website portal

Knowledge and attributes needed:

- Experience and skilled in fund raising and development efforts
- Excellent communication and people skills
- Good organizational skills
- Experience and/or knowledge of non-profit operations
- Familiarity with local community organizations, corporations, community leaders and potential donors
- High-level understanding of accounting and financial reports
- 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
- Knowledge of School District organization desirable
- Knowledge of volunteer management techniques

Qualifications and Experience:

- Bachelor's degree in marketing, communications, nonprofit management or a working experience in marketing, communications and/or nonprofit management
- 2-3 years of experience in fundraising, marketing or nonprofit development preferred
- Strong knowledge of social media management, content creation and digital marketing strategies
- Excellent writing, communication, and relation-ship building skills
- Experience with donor management software, Canva and social media tools is a plus
- Creative thinker with a passion for storytelling and community engagement

Physical and Scheduling Requirements

- Must be able to lift and carry up to 25 lbs. for event setup and materials
- Requires sitting, standing and walking for extended periods
- Some nights and weekends required for events and meetings

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. 50 weeks of the year.

Salary range of

Hourly: \$20.00 - \$25.00

Annual: \$25,000.00 – \$31,250.00

Monthly: \$2,083.00 – \$2,604.00