



Job Title: Operations Coordinator

Overtime Status: Exempt Full Time Part Time

Class: Sedentary Light Medium Heavy Very Heavy

REQUIREMENTS

- A. **Education Level:** Bachelor's degree or equivalent experience.
- B. **Experience Desired:** 2-3 years related experience and/or training; or equivalent combination of education and experience. Prior experience with customer service, accounting, bookkeeping or finance. Microsoft Office product proficiency.
- C. **Other Requirements:** Organized, self-starting, independent system-based thinker. Excellent verbal and written communication skills, proficiency in working with technology for fundraising success, demonstrates ability to build strong relationships with colleagues, board members, and potential and existing donors. Regular, dependable attendance is an essential function of this position.

REPORTS TO: Director of Operations

RECEIVES GUIDANCE FROM: Development Team, Director of Marketing and Director of Programming

SUPERVISES: N/A

ESSENTIAL FUNCTIONS

- Manage a large portfolio of annual awards and grants including, but not limited to scholarships, awards, grant fund, funds with applications, priority projects, and school endowments.

- Utilize Community Force and other management software, ensure that all scholarships, awards and grants are awarded according to fund criteria.
- Ensure collection and disbursement of applications, committee review materials, award notifications, verifications and other documentation.
- Manage all communication, training, and coordination with selection committees.
- Collaborate with Stewardship Services Coordinator to create an exceptional donor experience. Communicate opportunities to engage with the fund's activities, fund balance, and status of funds to the donors.
- Work with the Director of Marketing to publicize awards, scholarships and grants opportunities and results.
- Notify scholarship, award and grant recipients of award and communicate requirements for use of funds.
- Administer Raiser's Edge Database Tasks
 - Run data hygiene tasks.
 - Oversee data fluency and integrity.
 - Work with Director of Operations to solve data-related challenges.
 - Incorporate new functions of software.
 - Research functions of software as needed.
 - Serve as primary contact for upgrades and release information.
 - Prepare segmentation and selection of lists for invitations, appeals, e-communications and other organizational outreach.
 - Add/update donor information records.
 - Manage data needs, including setting up standard and custom reports.
 - Monitor Aging Receivable Reports and prepare pledge reminders.
- Performing daily bookkeeping tasks and work with our accounting firm, HBE, to maintain accurate and timely financial recordkeeping.
 - Accounts Payable: Process vendor invoices, process request for funds, and upload transactions into Bill.com.
 - Accounts Receivable: Enter and batch gifts, upload transactions into Bill.com, run regular reports, prepare and send donor acknowledgement letters and annual tax receipts.
 - Process donations in an efficient, accurate and timely manner.
 - Fund Transfers: Move funds between accounts as directed by HBE.
 - Assist HBE as requested.
- Support the Foundation Board of Directors
 - Maintain policy, documentation and updates according to Board directives and non-profit law.

- Organize board hospitality including scheduling and preparing for meetings, maintaining rosters, managing communication, taking minutes and keeping attendance.
- Schedule and assist with meetings.
- Manage Spark Summer Learning registrations, documentation and receipts.
- Manage office equipment contracts, technology needs and vendors.
 - Order office supplies and equipment.
- Manage and monitor team member vacations, expenses and credit card reports.
- Work with the Director of Operations to ensure team members are supported and operations are running smoothly so everyone can focus on the mission.
- Other duties as assigned.

NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.

WORKING CONDITIONS: Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.