

Hopkins Education Foundation

Office Manager Position

FOUNDATION MISSION

Hopkins Education Foundation partners with families, educators, donors, and organizations to enrich the lives of all Hopkins Public Schools students by identifying and funding additional educational experiences and resources.

BACKGROUND

The Hopkins Education Foundation seeks a highly-qualified candidate for the position of Foundation Office Manager. The Foundation is a 501(c)(3) nonprofit organization founded in 1995, and is independent from Hopkins Public Schools and the HPS operating budget. We are a supportive partner to the school district, providing resources that enrich, engage, and energize students' educational experiences. To date, the Foundation has raised nearly \$3 million to support student learning, engagement, and achievement.

WORK EXPERIENCE & QUALIFICATIONS

REQUIRED

- Associate's degree (or equivalent) in relevant subject area, with three to five years minimum experience in financial management and accounting.
- Strong software skills (Microsoft Word, Excel, Dropbox and Google Apps).
- Experience executing mail merges, as well as demonstrated file management organization skills.
- Current experience with donor management software.
- Demonstrated bookkeeping skills (expertise with Quickbooks and iSolved payroll software).
- Professional demeanor and appearance, and ability to work cooperatively in small co-working spaces.
- Demonstrated ability to develop and maintain excellent working relationships with volunteers, school staff, foundation colleagues, and outside vendors.
- Aptitude for performing tasks thoroughly, professionally, and efficiently.
- Ability to work cooperatively as part of a team.
- Excellent communication and meticulous organizational skills (verbal, written, digital).
- Self-motivated and comfortable working independently, with laser-focused attention to detail.
- Nonprofit development team experience highly desired.

STRONGLY PREFERRED

- Bachelor's degree in relevant subject area.
- Donor management software experience expertise with ResultsPlus.
- Familiarity with GreaterGiving software a plus.
- Deep knowledge of and experience with the Hopkins School District.

POSITION DESCRIPTION

- **Daily and weekly** tasks include record-keeping, tracking donor giving, depositing funds, printing acknowledgment letters, paying bills, and partnering with the Foundation Treasurer.
- **Monthly** duties include Excel, QuickBooks, iSolved, and GreaterGiving accounting tasks; running transmittal reports and archiving original forms; providing Grants Committee members with grant applications and updates; ordering office supplies; reconciling statements; running payroll reports; and other tasks as necessary.

- **Annual** tasks include responsibility for registration management and post-event record reconciliation for Foundation fundraisers; closely partnering with Foundation accountants to maintain tax compliance in preparing annual IRS Form 990 and other audit documents; sending year-end donor gift acknowledgment letters; maintaining Foundation mailing lists; attending one or two meetings annually of the Foundation's Board of Directors; and performing other tasks as necessary.

SALARY, BENEFITS, AND POSITION EXPECTATIONS

- This position reports to the Executive Director.
- On average, the Foundation Manager works 15–20 hours per week, with an ***expected*** annual work load of 800 hours at \$25 per hour; skill level and experience will determine final salary.
- The position hours are flexible, but regular office hours are required, and are determined with the consent and understanding of the Executive Director.
- The position does not provide medical, dental, and other benefits.
- The successful candidate will pass a background check.
- The Hopkins Education Foundation office is located within the Eisenhower Community Center building at 1001 Highway 7, Hopkins, MN 55305.

HOW TO APPLY

Send PDF copies of business cover letter, resumé, and list of three references via email to Jennifer.stclair@hopkinsschools.org

Address cover letter to: *Hopkins Education Foundation Search Committee*