

Menlo Park Atherton Education Foundation

Office Administrator (Part-Time Temporary) Job Description



Introduction:

Established in 1982, the Menlo Park-Atherton Education Foundation (MPAEF) seeks to enable the Menlo Park City School District (MPCSD) to provide an exceptional education to over 3000 Kindergarten through 8th grade students at Laurel, Encinal, Oak Knoll, and Hillview schools. Working with parents, local businesses, community members, and the District, we raise money to pay for high-quality teachers, a comprehensive educational program, and teaching innovation beyond what is possible with public dollars alone. Our annual grant to the District funds approximately 8% of the District's budget. The MPAEF also operates an Endowment, which is a perpetual fund designed to deliver future support to the MPCSD. The MPAEF is a California 501(c)(3) non-profit organization.

Role Description:

The Board of Directors is seeking a part-time Office Administrator who is passionate about education and believes in the value of providing excellent public-school education. Reporting to the Foundation Director, the Office Administrator is responsible for providing the operational execution to enable the MPAEF to achieve its goals. The Office Administrator's primary role is to execute the daily operations of the organization, including donor tracking and management, finance, event coordination, outreach and communications. This is a part-time position that will work in tandem with a second part-time Office Administrator that is already on staff at the Foundation. This is also a Temporary position filling a team member's leave of absence. Expected term of employment is March 2018 – December 2018.

Position Responsibilities:

The Office Administrator is responsible for successfully executing all the operational tasks required to sustain the organization. The Office Administrator's responsibilities span 5 key areas:

Operations and Administration

- Processes all donations: enters donations – including checks, credit card donations, direct deposits, and stock gifts – in LiveImpact. Provides all acknowledgements/receipts within 48-72 hours.
- Processes all matching gifts, including confirming matching gifts, tracking and acknowledgements.
- Track recurring gift profiles. Follow up on failed credit cards as needed.
- Precisely maintains all donor information in LiveImpact.
- Produces donor roll. Coordinate with webmaster to update online donor roll.
- Handles banking, mail pickup and processing, and archiving of key MPAEF documentation (i.e., marketing collateral)
- Supports monthly reconciliation between LiveImpact, QuickBooks and bank statements with bookkeeper. Sends reconciliation reports for check deposits to the bookkeeper/Treasurer. Assists with annual audit as needed.
- Maintains contact lists in Constant Contact for MPAEF newsletters and other communications. Working with Foundation Director and key committees – assist in ensuring MPAEF e-newsletter and other communication's content is edited and materials are distributed in a timely manner.
- Maintains official records and documents and ensures compliance with organization bylaws and federal, state and local regulations and reporting requirements.

Programs & Events

- Supports annual auction party and online auction in collaboration with auction chairs. Tasks include collating auction donations, input of auction items into online bidding platform, providing auction item information for creation of auction catalog, ensure online bidding platform is operational, processes notifications to auction winners, processes receipts for

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auction bidders, and supports auction party ticket sales and day-of administrative activities (registration).

- Supports annual Schoolhouse Rocks run in collaboration with event chairs.
- Supports other Foundation events in collaboration with event volunteers. Tasks include preparing name tags, guest lists, and supplies for event.

Donor Relations

- Provide direct customer service to donors, including responding to phone and email inquiries within one business day.
- Serve as production manager on all calendar-approved outgoing personalized donor communications including appeal letters, business sponsorships and realtor appeals, community mailings, newsletters, and other pieces as required by Foundation Director.
- Follow up with donors on fulfillment of outstanding pledges.

Volunteer and Board of Directors Engagement

- Supports preparation for Board meetings: create tent cards/name badges, room set-up, and other related tasks.

Other Responsibilities

- Performs other administrative support activities under direction of Foundation Director.
- Maintains office neatness and places orders for office supplies.
- Attend key board/committee meetings as determined by Foundation Director.
- Other duties as assigned by Foundation Director.

Qualifications:

- Highly organized, meticulous, detail-oriented, and reliable;
- Has a can-do attitude and be willing to provide support in all areas of a lean non-profit organization;
- Positive energy and enthusiasm;
- Excellent verbal and written communications skills;
- Flexible and able to multi-task;
- Excellent people skills. Able to build and maintain relationships with donors, volunteers, and district staff;
- Thrives as a team player and understands the value he/she can create for the organization to achieve its goals;
- Is extremely discreet and will maintain confidentiality at all times;
- Experience with relevant software and systems, including Excel, Live Impact, Constant Contact, QuickBooks, and Bidding for Good;
- Passionate about education and the MPAEF's mission;
- Knowledge of the Menlo Park City School District and community is desirable but not required;
- Can work out of our MPAEF office in the TERC at 181 Encinal Avenue, Atherton, in an office-sharing environment; and
- Has ability to work a flexible schedule as needed, including working within typical office hours of 8:30 am – 5:00 pm and working additional hours during campaign peaks (August through November).

Additional Information

- This is a part-time, hourly (non-exempt) position to be scheduled for approximately 20 hours per week.

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- This is a temporary position during a team members leave of absence – expected term of employment is March – December 2018.
- Background checks, including criminal and DMV records, will be conducted; clean records are a criterion for employment.
- The MPAEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

Application Process:

To be considered for this position, please email your cover letter and resume to carrie@mpaef.org. Please, no phone call inquiries.