

JOB DESCRIPTION FOR BEF OPERATIONS MANAGER

Part-time position 24-30 hours/week (average)

The Operations Manager will report to the Executive Director.

DUTIES AND RESPONSIBILITIES:

- Support all fundraising, financial and marketing activities of the Bexley Education Foundation
- Update and maintain all gift/donor records using the eTapestry database including gift entry, pledge tracking, advanced queries and fundraising reports
- Use Quickbooks to make batch entries including, credit card deposits, track investment income, prepare monthly bank reconciliations, bank deposits and prepare financial reports on a regular basis
- Generate reports as requested by Board Members/Board Committee Chairs
- Facilitate and monitor Foundation messaging with school communications
- Maintain and address issues related to Foundation's websites including updates and adding monthly newsletter articles to eTapestry
- Responsible for all credit card transactions and related gift acknowledgments and receipting
- Produce all donor lists for public recognition in print materials/website
- Conduct donor prospect research as needed
- Staff liaison for the Piazza: input of brick, paver, etc. orders, correspondence, place orders, oversee installation, graduating Seniors letter program
- In conjunction with Executive Director, help prepare annual budget
- Oversee filing and maintenance of all financial documents
- Assist and support Executive Director with technology issues including electronic communications
- Prepare worksheets for annual 990 filing with input from accountant and Treasurer
- Maintain batch binders

MINIMUM QUALIFICATIONS:

Comfortable with learning new technology solutions

General fundraising knowledge

Non profit bookkeeping experience/Quickbooks

Ability to work with a small team and be flexible to meet changing demands

Experience with eTapestry/donor databases

Knowledge of GSuite/Microsoft Office

College degree

References required

6/7/21

Our website is <https://bexleyeducationfoundation.org/>.

Cover letter and resume can be emailed to Executive Director, Pam Glasgow at pamela.glasgow@bexley.us.

Please, no phone calls.