



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Development Coordinator
REPORTS TO	Julie Barton
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting March 29, 2022• Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none">• Full Time, Salaried, Exempt• Some nights or weekends may be required in support of key Ed Fund events.
COMPENSATION	<ul style="list-style-type: none">• The salary range for this position is \$60K - \$75K dependent upon experience and qualifications.
BENEFITS	<ul style="list-style-type: none">• Generous Vacation and Sick Time Accrual• Average of 13-15 Paid Holidays• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)• Staff Development Budget
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: <p>https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=70808&clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</p>

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to

connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

WORK LIFE AT THE ED FUND:

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE ROLE:

Reporting to the Interim Director of Development, the Development Coordinator is responsible for managing internal systems and processes that support the Development team's high volume of activities and partnerships. This person will play a central role within the Oakland Public Education Fund's Development team - they are critical in both external-facing fundraising and donor management, as well as internal data tracking and systems.

We are looking for a thoughtful, passionate development staff member who loves data management and has a fantastic eye for detail.

This is an incredible opportunity to join the Development Team at the Ed Fund - together, we will continue to successfully coordinate activities with dozens of key partners to secure our \$3M budget, and bring in more than \$25M to support public education in Oakland. Imagine the difference that these resources will make in the lives of students, teachers, and local schools!

DUTIES AND RESPONSIBILITIES:

Grants and Donations Management

- Serve as the donation administration and records specialist for the Fund;
- Manage donation processing, including data entry and donor acknowledgement letters for all gifts received in a timely and accurate fashion (including special gifts such as stock transfers, in-kind gifts, donor advised fund grants, and contract revenue from Fiscally Sponsored Projects);
- Assist in grant management, including processing grant and regrant information and documentation, maintaining the grant and regrant tracking calendar and notifications, and managing the grants "Hiver" email correspondence;
- Collaborate with the Finance Team, reconciling fundraising revenue with finance's tracking systems on a regular basis;

- Produce and manage mailing of high volume of thank you letters to donors.

General Fundraising Support

- Create Salesforce reports to support more efficient and effective fundraising activities, including to help prepare a variety of impact reports communicating to donors how their gifts were spent;
- Support donor-related communications and fundraising campaigns;
- Reconcile fundraising revenue with finance department;
- Attend and actively participate in regular department and cross-departmental meetings.

Additional Responsibilities and Opportunities

- Communicate with individual, corporate, and foundation donors as directed;
- Build and revise online fundraising pages for Fiscally Sponsored Projects;
- Conduct research on prospective individual, philanthropic, and corporate donors;
- Increase efficiency and accuracy of revenue recording/tracking between Development (Salesforce) and Finance (Intacct) teams and systems;
- Work with the Development Director to build skills in fundraising areas of your interest (Major Donors, writing grant applications or reports, Annual Fund, Fundraising Events).

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

- Entrepreneurial and proactive -- identify needs, projects, problems, opportunities, and pursue them without having to be directed to do so;
- Excellent organizational and time management skills, with an orientation toward detail, and the ability to work on several projects at one time with multiple deadlines;
- You love building and improving systems - you'd much prefer that over "just" running off someone else's playbook;
- Salesforce experience (or the strong desire to quickly learn);
- Philanthropic experience, development experience, and/or grants compliance experience a plus.

MINIMUM QUALIFICATIONS:

- Minimum 2 years' experience in an administrative or support role in a team-oriented organization committed to excellence in supporting its constituents;
- Demonstrates professionalism through one's work, and interaction with colleagues. Specifically and consistently understands that the quality of the work performed here directly affects the public reputation and internal efficiency of the Oakland Ed Fund;
- An exceptional eye for reviewing data to ensure its accuracy and validity;

- Maintain and respect the sensitive, private and confidential nature of information related to grant recommendations, grantees, donors, advisors and the organization;
- Ability to work in a team environment and independently;
- Strong data entry skills and comprehensive knowledge of Excel, Word, Google products (Docs, Sheets);
- Ability to effectively communicate in person and electronically with internal and external stakeholders;
- Experience with Oakland public education and Oakland public schools is a plus!

REQUIRED QUALIFICATIONS:

- Must reside in the San Francisco Bay Area.
- Must commute to the office 2 Days a week.
- Work authorization: US (Required).
- Must be fully vaccinated against COVID-19 and able to submit proof.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift up to 20 lbs.
- Ability to work nights and weekends (as needed).

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.