



# OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

<b>JOB TITLE</b>	<b>Sr. Manager Fiscal Sponsorship</b>
<b>REPORTS TO</b>	Director of IT and Operations
<b>TIMELINE</b>	<ul style="list-style-type: none"><li>• Applications accepted starting <b>March 14, 2024</b></li></ul>
<b>JOB DETAILS</b>	<ul style="list-style-type: none"><li>• Full-Time, Salary, Exempt</li><li>• Hybrid, Required to be in office 1-2 days per week</li></ul>
<b>COMPENSATION</b>	<ul style="list-style-type: none"><li>• The salary range for this position is <b>\$105,000 - \$115,000.00</b> (dependent upon experience and qualifications)</li></ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• Average of 13-15 Paid Holidays, plus a winter break.</li><li>• 100% Employer Paid Health Insurance (employee only) Health/Vision/ Dental/ Life.</li><li>• EAP, Travel Assistance, and Health Advocate Programs</li><li>• Sponsored 401K Plan (non-matched)</li><li>• Generous Vacation and Sick time accrual</li><li>• Professional Development Budget for all staff</li><li>• Work/Life Balance</li></ul>
<b>INSTRUCTIONS</b>	<p><b>Please read the following in order to avoid application delays:</b></p> <ul style="list-style-type: none"><li>• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.</li><li>• Unfortunately, the volume of applications will prevent us from responding to all applications received.</li><li>• Please send application to <a href="mailto:HR@oaklandedfund.org">HR@oaklandedfund.org</a> and with the following instructions:<ul style="list-style-type: none"><li>○ Subject: "Sr. Manager Fiscal Sponsorship" - First and Last Name</li><li>○ Please include: Cover Letter and Resume</li></ul></li></ul>

## **ABOUT THE ED FUND:**

Founded in 2003, the Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. We do

this by helping Oakland communities build and manage resources, partnerships, and public engagement essential to improving public education.

### **Our Work**

The Oakland Public Education Fund is the only organization raising money for all Oakland public schools. Since 2003, we have helped raise over \$200 million for schools and programs that help students thrive. We put the right tools in students' hands to give all kids the excellent education they deserve. We support all Oakland public schools with a focus on those furthest from opportunity, because kids who come to school with less need more. For more information, visit <https://www.oaklandedfund.org/>.

### **WORK LIFE AT THE ED FUND:**

- Opportunities for both personal development and professional growth;
- Flexible work schedule;
- Hybrid office and work from home environment;
- Staff outings, team-building activities, staff celebrations, and happy hours;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth; and,
- Amazing networking opportunities with local leaders and businesses;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

### **ABOUT THE POSITION:**

As Sr. Manager of Fiscal Sponsorship, you will be responsible for managing and creating client services processes and systems and maintaining a smooth flow of information between internal teams at the Ed Fund, our external partners, and the tools we use to collaborate. The role includes systems building and maintenance and administrative support for [fiscally sponsored projects](#) (FSPs) in the field of education, including client request tracking, data entry and management, grants management, contract management, and documentation.

Reports to the Ed Fund's Director of IT & Ops in coordination with the Fund Development department. In addition to your departmental team members, you'll work closely with the teams whose work represents the other aspects of our fiscal sponsorship services: finance, fund development, and human resources. To maximize the value of our knowledge and expertise to our clients, Salesforce is our technology of choice to manage service delivery and information sharing. Your work will regularly involve interfacing with clients, funders, and other third parties who support our work and our systems.

## **DUTIES AND RESPONSIBILITIES:**

1. Strategic Leadership: In partnership with the Director of IT & Ops and the Ed Fund's Executive Leadership Team, develop and implement a comprehensive strategy for the fiscal sponsorship program aligned with the organization's mission and goals.
2. Financial and Grants Management: In partnership with accounting staff and finance analysts, ensure that projects complete budgeting, receive accurate and timely financial reporting, and comply with all charitable grants and donations. Ensure adherence to financial best practices and legal requirements. Support clients with grant stewardship, ensuring timely and proper spend down of restricted funds and timely completion of all grant deliverables. Work with the Development team to provide sustainable grant support and fundraising capacity building.
3. Project Selection: create and manage a process to identify and select projects eligible for fiscal sponsorship, evaluating their alignment with the organization's mission and impact potential.
4. Capacity Building: In partnership with other departments, create a plan to provide technical assistance and capacity-building support to sponsored projects, fostering their organizational development and sustainability.
5. Relationship Management: Cultivate and maintain strong relationships with sponsored projects, community partners, funders, and stakeholders. Represent the organization at relevant community events and forums.
6. Collaboration: Work closely with the Ed Fund's Executive Team Operations to integrate fiscal sponsorship into a broader community development strategy.
7. Monitoring and Evaluation: Establish metrics and key performance indicators to assess the impact and effectiveness of fiscal sponsorship initiatives. Contribute to our team's commitment to continuous improvement by ensuring the integrity of our data and information in Salesforce and collaborating with your team members on efforts to develop useful procedures for our clients.

## **REQUIRED QUALIFICATIONS:**

- Minimum of 3-5 years of experience in nonprofit leadership, philanthropy, financial management, or related fields.
- Bachelor's degree in nonprofit management, education, finance, business administration, or a related field. Master's degree preferred. Education requirements can be waived with significant industry experience.
- Strong understanding of community development principles and practices.
- Excellent communication, interpersonal, and leadership skills.
- Familiarity with the Oakland community is a plus.
- A team player is a must.

- Candidates with a proven track record in successfully managing fiscal sponsorship or similar programs will be preferred.
- This role requires a TB clearance and the ability to pass a background check (Livescan fingerprinting).
- A Smartphone is required for multi-authentication with various Ed Fund applications.
- This hybrid schedule requires this role to report to the office at least once a week.

### **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.