



El Segundo Education Foundation

641 Sheldon Street, El Segundo, CA 90245

T: 310.615.2650 x1705 www.ESEdF.org

Development/Operations Coordinator

The El Segundo Education Foundation (Ed!) is a non-profit organization run by our Chief Executive Officer and a small staff, who are under the direction of an all-volunteer board including parents, community members and local business partners.

Ed! is the primary fundraising organization for the El Segundo Unified School District (ESUSD) with a mission to support and enhance programs at ESUSD and to promote excellence in education.

Ed! is currently seeking a Development/Operations Coordinator for the El Segundo, CA office. This part-time position will support the Chief Executive Officer in community outreach programs in an effort to solicit donations as well as maintain the Foundation's data base.

Position Overview

- Reports to Ed! CEO and interacts with the Board and volunteers
- Part-time 20 hours a week at the Ed! office (641 Sheldon Street, El Segundo, CA)

Key Responsibilities

- **Development**
 - Prepare and distribute outreach communications for all facets of Ed!
 - Solicit and organize volunteer support and goods and services for fundraisers
 - Support Ed! Board Members and maintain Ed! Board materials
- **Operations & Database**
 - Develop and produce tracking reports to support volunteers, board members and fundraising efforts
 - Data entry of donor information and their donations in Ed!'s CRM system (e-Tapestry)
 - Maintain insurance filings and federal and state fundraising registrations
- **General**
 - Maintain permanent files: minutes, personnel, etc.
 - Attend Ed! fundraisers and meetings to support the committee in any capacity as requested
 - General office support and supply management

- **Skill Sets Required**

- Extensive System Knowledge in:
 - Database input and management, Blackbaud preferred
 - Microsoft Office suite: Excel, Word and PowerPoint
 - Adobe suite experience a plus
- Detail-oriented individual who can handle multiple projects simultaneously while meeting deadlines and working in a fast-paced environment
- Positive and charismatic individual who works independently, needs minimal supervision and enjoys client service and interaction
- Analytical and critical thinking skills
- Excellent communication skills both written and verbal
- Professional individual who can build strong relationships with all levels of colleagues
- Experience collaborating, managing and working with teams and or volunteers

Qualifications

- Bachelor's degree desired
- Able to work occasional evenings or weekend for events and fundraisers

This is a part-time position and the hourly wage is dependent on experience. This position does not include benefits. Personal time off will be calculated in accordance to California State law. The position is open immediately. For more information on Ed!, please visit us at www.ESEdF.org

Candidates should send a cover letter and resume to: Carol Pirsztuk, CEO, at carol@esedf.org

Ed! is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.