



St. Louis Public Schools Foundation Operations Coordinator

POSITION OPPORTUNITY

The St. Louis Public Schools (SLPS) Foundation is searching for an Operations Coordinator who is passionate about education equity to join a mission driven, energetic office. Daily, we are inspired by the more than 20,000 students we work for, motivated by their determined teachers and called to imagine and pursue the best opportunities for them. We are a nimble and dynamic organization, and seek co-workers who like to work hard, dream big, dive in and celebrate. This administrator will join a five-person team and provide leadership.

ABOUT THE ST. LOUIS PUBLIC SCHOOLS FOUNDATION

The SLPS Foundation exists to ensure that ALL children, no matter the circumstances, have access to a quality education. Established as an independent nonprofit in 1998, the SLPS Foundation serves as a connector between community donors and the Saint Louis Public Schools. Since its inception, the Foundation has raised and distributed more than \$35 million, and been an important catalyst for school improvement and innovation. Currently, the SLPS Foundation raises and distributes approximately \$3 million annually to support four key priorities in the Saint Louis Public Schools: early childhood education, college and career readiness, school leadership development and student wellbeing. For more about the St. Louis Public Schools Foundation, see <http://www.slpsfoundation.org/>.

JOB RESPONSIBILITIES

Responsibilities include:

Donor Database Support (35%)

- Oversee donor management system (eTapestry) database to generate reports and queries for donor pipeline management
- Manage donor and prospect contact information lists
- Ensure donors are thanked in an appropriate and timely way

Office Operations Management (35%)

- Manage office operations of a growing office including maintaining filing system and internal communications (online and physical), processing orders, and working with vendors (HR, IT, Audit)

- Support CEO/President in scheduling and working with Board of Directors (help with maintaining calendar, prep for and record notes at board meetings)
- Oversee part-time admin support to optimize office operations

Fund Management / Accounting Support (30%)

- Work with outsourced accountant (The Mission Center) to support active organization that processes approximately 20-30 deposits and/or check disbursements on a weekly basis
- Provide leadership regarding policies and oversight of Foundation's active school-specific funds. These include fund school PTO, alumni, and project funds
- Communicate directly with fund account contacts to ensure proper use and disbursement of funds

QUALIFICATIONS

We seek a candidate with a minimum of two years of office management experience, knowledge of general accounting procedures, an Associate's degree, and a demonstrated commitment to and belief in the mission of SLPS Foundation. The ideal candidate will possess exceptional organizational abilities, a disciplined attention to detail, and an ability to simultaneously manage a variety of projects. Someone with a high level of personal responsibility and optimism, sound judgement and discretion, and a customer service mindset will do well. Graduate of or affiliation with Saint Louis Public Schools strongly preferred.

BENEFITS

Competitive salary & benefits include a portion of paid employee health insurance, vision, dental, short and long-term disability, IRA match and life insurance. Strong PTO policy and paid parental leave. Salary range starts at \$43,000.

APPLICATIONS

Candidates should send a cover letter and electronic resume to: admin@slpsfoundation.org

St. Louis Public Schools Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity or sexual orientation. In addition to federal law requirements, SLPS Foundation complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.