

FOUNDATION ADMINISTRATOR
Lake Central Education Foundation
St. John, IN – Part Time

The Lake Central Education Foundation (LCEF) supports enhancing and expanding the learning environment beyond the mandated curriculum to offer Lake Central students a more diversified educational experience that better prepares them for our global environment. LCEF collaborates (partners) with parents, teachers, businesses and the greater community that leads to greater innovative and creative educational opportunities for students. The Foundation makes grants district wide, individual schools and individual classrooms.

The Part Time Foundation Administrator is a contracted position to manage planning, development, and coordination of all activities of the Lake Central Education Foundation (LCEF) under the oversight of the Lake Central Education Foundation Board of Directors. Main responsibilities lie in the areas of fundraising and program development and delivery. The position is a 10-15 hours per week, 12 months per year and offers a flexible schedule with some evenings and weekends.

Specific Areas of Focus: The Part Time Foundation Administrator shall work with the Executive Committee and other Foundation Committees to ensure successful achievement of the objectives to realize organization strategic goals.

Fundraising

- Maximize financial support from individuals, corporations and other foundations such as, but not limited to, payroll deduction plan, grants from various sources, corporate sponsorships, general/one-on-one solicitations, and fundraising events.
- Research, cultivate and steward donors through relationship building, recognition, and donor events.

Community Relations/Marketing

- Serve as an effective spokesperson for LCEF.
- Develop and implement a communication plan.
- Establish a sound working relationship with community groups.
- Oversee preparation of marketing materials and LCEF web page

Program Development and Delivery

- Work with the Board of Directors to develop and monitor strategic direction for LCEF.
- Maintain a working relationship with the district administration to ensure that LCEF activities support the educational goals of the school corporation.
- Administer existing grant programs in collaboration with the Grants Committee.

Administration, Financial Management and Legal Compliance

- Work with the treasurer to ensure control and accounting of all funds and maintain sound financial practices.
- Work with the Finance Committee in preparing a budget and ensuring that the organization operates within its guidelines.
- Follow all Board approved financial policies and procedures.
- Maintain official records and documents in cooperation with the LCEF Treasurer to ensure compliance with federal, state, and local regulations.
- Assure that all tax documents are filed in a timely manner.
- Develop appropriate procedures to handle day-to-day Foundation business, including correspondence, mail, phone calls, messages and maintain Board records, minutes and financial records.
- Maintain a database of donors, contacts, and potential donors, as well as all donations.
- Coordinate board and committee activities.
- Plan meetings and prepare agenda and materials in cooperation with the Board President.
- Arrange for facilities and equipment needed for meetings of the Board of Directors.

Qualifications

- Bachelor's degree preferred or equivalent experience.
- Excellent leadership, interpersonal, and communication skills (both oral and written), preferably in the nonprofit sector.
- Knowledge of the Lake Central community with a passion for education and the Foundation's mission.
- Fundraising, event planning, and communications experience preferred.
- Ability to multi-task in a fast-paced environment.
- Proficient computer skills, including spreadsheets (Google or Excel) and QuickBooks Online (or similar accounting software). LCEF uses Word and Excel predominantly for internal work.
- Aptitude to learn donor database programs and online giving platforms – Bloomerang, Give Butter, experience with donor management software ideal.
- Salary commensurate with experience.
- Dependability and confidentiality required.
- Position reports to the Lake Central Education Foundation Board

Please submit your cover letter and resume to LCEFapply@gmail.com. No recruiters or phone calls will be accepted.