



District 279 Foundation (Osseo Area Schools)

Position Title: Administrative Coordinator, Part-Time

Reports To: Executive Committee of Board of Trustees. Receives work direction from Development Director.

Effective Date for this Position: TBD

Organization Summary:

District 279 Foundation's vision is to provide learning opportunities for all students by funding education programs, projects and other learning opportunities with ample resources that are not presently available through the district's budget.

Job Purpose:

Provide support and coordinate operational aspects of District 279 Foundation in order to ensure programming that is high quality, productive, and maximizes opportunities for contributions and resources.

Job Duties:

Finances/Bookkeeping (25%):

- Coordinate financial record keeping through bookkeeping software.
- Prepare bank deposits, payment of invoices, and prepare checks after required authorizations are received.
- Prepare monthly financial statements for review by the Foundation's Treasurer.
- Work with external auditors during the annual audit and preparation of the Form 990 and MN Annual Report and file 1099 forms as appropriate.
- Compile payroll information by managing payroll preparation; completing reports; maintaining records.
- Process contributions and acknowledgement letters.

Administrative Coordination (75%):

- Provide administrative support (meeting space, materials and minutes) for committees and Board of Trustees.
- Participate in planning and execution of special events, such as making logistical arrangements, working with vendors, inventorying prizes, communicating with constituents, and tracking revenue and expenses.
- Coordinate the on-line platform for event registration and online auction (OneCause/BidPal).
- Coordinate grant application process, such as coordinating applications, preparing grant review packets, sending correspondence related to grant awards or declines, entering and maintaining accurate grant data, following.

- Maintains office services by organizing office operations and procedures, controlling correspondence, and designing filing systems.
- A team player committed to advancing the work of District 279 Foundation.

Education/Experience:

High school diploma required. Two to five years of administrative support experience preferred. Nonprofit experience a plus.

Working conditions:

Work schedule - 20 hours per week; 45 weeks per year. Exact timing is flexible. \$18-20/Hr. This position includes occasional evening and weekend hours.

Skills:

- Strong bookkeeping and database skills.
- Proficiency with Microsoft Office Suite and Google Docs.
- Experience with accounting (QuickBooks) and donor management software (Bloomerang and OneCause/BidPal).
- Strong organizational and time management skills required.
- Excellent problem-solving skills. Ability to recognize problems, establish facts, and draw valid conclusions required.
- Systems-oriented and the ability to think proactively.
- Proficient communication in the English language, including verbal and written communication with both internal and external contacts required.
- Ability to work independently.
- Demonstrated ability to maintain positive relationships with stakeholders, including but not limited to the Board of Trustees, staff, committee members, volunteers, donors, and clients.
- Consistently conveys a professional and positive image and attitude regarding the organization.

How to Apply:

Send résumé, cover letter and desired hourly pay rate to: District 279 Foundation, 11200- 93rd Avenue North, Maple Grove, MN 55369 or siversonhallb@district279.org.