

Granville Education Foundation Executive Director

15 to 20 hours per week

Salary negotiable based on education and experience

Daily and weekly tasks to include:

Check mailbox and gather financials for treasurer to enter into Quick Books and to present reports to the board. Entering gift and donor information into Donor Perfect. Acknowledge any gifts received by way of letter.

General filing. Respond to phone calls, voicemails, emails with Foundation information.

Website updating with new pictures, information, notices, grant applications. Respond to phone calls, voicemails, emails with Foundation information.

Reporting back to donors and other Foundations regarding the usage of their grant/gifts.

Accepting all grant applications, scanning them into Dropbox, removing personal information, cataloguing which grant category, sending out instructions, access to Dropbox, scoring sheets to grants committee. Meeting with grants committee to go over administration of grants.

Design Annual Report, send to printer, send out to donors.

Create board meeting agenda for monthly meetings. Order lunch for monthly board meetings. Create schedule for executive committee meetings. Order lunch for executive committee meetings and pick up.

Fully execute the three public events hosted by the Foundation; Spellebration Jr, Spellebration and Pig in a Raffle. This includes, but is not limited to; print, organize all documents needed for special events with new and/or updated information. Coordinate with volunteers on responsibilities. Confirm with vendors. Catalog ticket sales. Promote events on social media and to greater community. Generate press releases and other thank you information for sponsors. Gathering gifts, donations, prizes.

All other items outlined by the direction of the GEF Executive Committee and the Board of Directors.

Additional Benefits: None

Location: Remote/work from home.

Please submit resume to edfoundation@earthlink.net or by mail to GEF, P.O. Box 2056, Oxford, NC 27565. No phone calls please.