



POSITION ANNOUNCEMENT

Office Manager

40 hours/week

The mission of the Decatur Education Foundation is to harness community resources to provide educational and enrichment opportunities for all Decatur youth.

We do this by generating financial support from individuals and organizations, awarding grants and administering scholarships, and engaging the community to contribute their time and talents to activities that ultimately benefit Decatur's youth. We work in partnership with City Schools of Decatur, The Decatur Housing Authority, the City of Decatur and other organizations to remove obstacles that keep some kids from finding success. To see how we do our work and the impact it has, visit www.decatureducationfoundation.org. Recent initiatives address issues including student mental health, food security, the opportunity gap, and racial equity in our schools.

The Decatur Education Foundation is seeking a dynamic administrative professional with excellent oral and written communication skills and a great customer service attitude. Must have strong computer skills, attention to detail, the ability to work on multiple projects with competing deadlines, and the ability to interact professionally with a diverse constituent base. Experience with database management and office management preferred; experience with Google G Suite a plus. Seeking someone who is a meticulous, highly organized "people person" who can ensure that our office runs smoothly and efficiently. Must be someone who thrives in a changing, fast-paced environment.

Duties include:

Office Administration

- Ensuring adequate supplies in office at all times
- Answers the phone, responds to voicemails and general emails
- Communicating with vendors and resolving any billing or other issues that emerge
- Tracking receipts for Visa bill and matching receipts to statement each month
- Tracking and paying bills
- Preparing and making deposits using scanner and at bank
- Overseeing and maintaining filing system
- Assisting in the creation of manuals and meeting documents
- Training and supporting office volunteers
- Other duties as needed to keep office well-organized and efficient

Program Support

- Tracking and processing grant and scholarship applications
- Preparing documents for selection committees
- Communicating with grant and scholarship applicants regarding deadlines and requirements
- Other program support as needed

Development Support

- Supporting fundraising activities throughout the year
- Entering gifts into database and processing donor acknowledgements
- Overseeing donor mailings
- Coordinating logistics for spring Step-Up Campaign
- Event support

Volunteer Management

- Identifies tasks and projects that can be handled by volunteers
- Recruits, trains and supports office volunteers
- Assists with volunteer recognition and appreciation efforts

