



## **EANES EDUCATION FOUNDATION**

### **Operations and Volunteer Program Manager**

Reports to: Executive Director

Position Status: Part-time (20-30 hours/week)

#### **Position Overview:**

Operations Manager is responsible for the development and execution of EEFs operations including reporting, management of donor benefits and daily operations. As Volunteer Program Manager, this person identifies, recruits and trains volunteers and serves as the staff liaison for volunteers for EEFs largest events, the Teacher Fund Campaign and Gala. This position works closely with the Executive Director to help create strategy and annual stewardship plan.

#### **Primary Responsibilities:**

- Co –create with Executive Director and Development Manager a multi-year development and stewardship plan that includes annual plans for maximizing philanthropic support from parents, alumni, individuals, corporations and foundations.
- Assist with the planning, coordination and execution of fundraising and stewardship events to achieve successful outcomes.
- Assist chairs/committee volunteers with underwriters, table sponsors and tickets for annual Gala.
- Prepare monthly status reports for Executive Director and Board as needed.
- Manage and oversee Corporate Giving events, stewardship, benefits and accurate listings for website, eBlasts, Impact Reports and other marketing pieces.
- Work closely with EEF Executive Director and Marketing/Communications Coordinator to manage sponsor benefit offerings and to ensure correct delivery of promised benefits.
- Act as primary liaison and provide support to Teacher Fund and Gala Chairs and committees as they execute EEF's two leading fundraising events.
- Assist TF and Gala Chairs in recruiting, training and retaining volunteers.
- Develop creative ways to recognize and show appreciation for volunteers.
- Create and maintain procedure notebooks and job descriptions for key volunteer positions including TF and Gala committees.
- Create a volunteer database to identify and develop key volunteers for potential leadership roles.
- Assist volunteers with securing silent and live auction items and maintaining auction database.
- Assist with the reconciliation after each fundraising event.
- Oversee office operations

#### **Qualifications:**

- Bachelor's degree required and minimum 2 years' experience in English, Business, Communications or related field.
- Strong interpersonal, verbal & written communications skills.
- Demonstrated proficiency with computer literacy related to word processing, spreadsheets, data entry, data analysis and report generation - Salesforce experience a plus.
- Ability to manage multiple projects simultaneously.
- Initiative, research and organizational skills.
- Ability to attend occasional evening/weekend events.
- Interest and enthusiasm for working with people and advancing the mission of the Eanes Education Foundation.

**Please email a cover letter and resume to Dana Meserole DeLorenzo at [ddelorenzo@eanesisd.net](mailto:ddelorenzo@eanesisd.net).**

**Candidate materials reviewed as they are received.**