



## **Eanes Education Foundation**

**Job Title:** Donor Relations & Technology Specialist

**Reports to:** Executive Director

**Position Status:** Part-Time (up to 25 hours/week)

**Location:** Flexible with both in-person and remote support in the Eanes ISD area

**Compensation:** Commensurate with experience at a non-profit level (up to 25 hours/week)

### **About Eanes Education Foundation:**

Eanes Education Foundation (EEF) is dedicated to supporting the Eanes Independent School District by funding teacher and staff positions that are not covered by state funding. EEF's mission is to enhance the educational experience of every student by empowering educators with the necessary resources.

### **Position Overview:**

The Donor Relations & Technology Specialist assists with identifying and managing database and other software platforms to ensure proper reporting of all donor donations. Essential in managing current donor gifts as well as sustaining and matching gifts. Helps in the planning, coordinating and implementation of all software used for fundraising and communications activities for EEF. The Donor Relations Coordinator works with the Executive Director, Business Manager and Development Director to ensure individual and corporate giving software and database is efficiently and effectively utilized so that EEF continues its mission to successfully fund teacher and staff positions across the district.

### **Key Responsibilities:**

- Manage donor database and donor acknowledgement process accurately (entering gifts, recording activities, generating reports.)
- Correctly process all donations into database including credit cards, EFT's, cash and checks.
- Primary contact for database troubleshooting and maintenance.
- Participate in donor and prospect research.
- Manage sustaining, matching and corporate gifts.
- Generate thank you letters/tax receipts for all donations.
- Maintain and update addresses and email updates on an as-needed basis.
- Create and send requested tax receipt letters to donors in a timely manner.
- Run daily transaction reports on payment process days (includes credit cards/checks/EFT etc.)
- Update software with new data from district (i.e. "data dump") one time per year (August.)
- Maintain and update Salesforce/database letters on an as-needed basis.
- Coordinate and oversee all letter campaign mailings.
- Work closely with Business Manager data and donations to ensure consistency.
- Work closely with Development Director to ensure all leadership and corporate sponsor recognition levels are following contracts.
- Work closely with software customer service representatives.
- Explore and recommend technology options/upgrades in order to streamline the donor process.
- Review EEF website on a quarterly basis to ensure all information is up-to-date (in coordination with Development Director.)

- Help with other office duties including checking mail, stuff envelopes, etc.
  - Provides support to committees and volunteers as needed for special events or other development activities.
  - Work with Development Director/Communications Director to ensure accurate donor listings for website, e-blasts, Impact Reports, etc.
  - Support campus fundraising and volunteer committees as needed.
  - Provides support to committees and volunteers as needed for special events or other development activities.
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### **Qualifications:**

Bachelor's degree required and minimum 2 years' experience in English, Business, Communications, Technology 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 and/or Better Unite 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.
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**Please email a cover letter and resume to [eef-jobs@eanesisd.net](mailto:eef-jobs@eanesisd.net)**

**Candidate materials reviewed as they are received**