



The Foundation for Springfield Public Schools raises, manages and distributes funds to benefit the students of Springfield Public Schools. Serving over 24,000 students, the Foundation's goal is to promote educational excellence for every child by working with the community and the public-school system. The Foundation manages over \$8 million and more than 150 funds and scholarships.

Administrative Coordinator

A successful administrator coordinator will:

- Provide vital support to the Foundation staff: You will provide direct assistance to the Foundation executive director and staff. You will oversee the daily general management and organization of the office.
- Excel working independently: You will at times be the only employee in the office and will be in charge of independent tasks. You will need to problem-solve, trouble-shoot and think on your feet.
- See value in data driven work: You will be responsible for data entry and interpretation. The Foundation's goals are set based on data you are responsible for reporting. The data is one of the Foundations most critical resources.
- Have a keen eye for detail and organization. You will play a key role in providing efficient and effective office coordination.

Directly Reports To: Executive Director

Responsibilities:

1. Responsible for supports organizational administrative duties:
 - a. Process all Foundation donations, invoices, statements and other financial data using Quickbooks and donor software.
 - b. Process Foundation scholarships and grants.
 - i. Includes entering grant and scholarship bills.
 - ii. Includes updating grant and scholarship spreadsheets as needed. (Back to School grants, Bus Transportation, Scholarships, etc.)
 - c. Supports the executive director in analyzing data reports critical to the success of the Foundation.
 - d. Maintains financial software and donor software.
 - e. Organizes and maintains office supplies and storage, maintains fund and vendor folders.
 - f. Responsible for answering phones and greeting visitors regularly communicating with donors.
 - g. Assists with events and other projects as directed.
 - h. Coordinates and schedules meetings.
 - i. Works with district personnel to serve Foundation.
 - j. Attends monthly board meetings to keep minutes.

2. Responsible for supporting program administrative duties: works closely with the program director on these responsibilities.
 - a. Processes new alumni information in Bloomerang.
 - b. Processes alumni tour registrations.
 - c. Provides support for alumni mailing efforts.
 - i. Puts mailing together
 - ii. Works with bulk mail office
 - iii. Orders needed mailing supplies
 - d. Provides support at alumni events as needed.
 - e. Processes Lunch & Learn registrations.
 - f. Provides support for Lunch & Learn mailings.
 - g. Provides support at Lunch & Learn events.
 - h. Provides administrative support for programs like Coats for Kids and Ambassadors program as needed.

3. Responsible for supporting development administrative duties: works closely with the development director on these responsibilities.
 - a. Processes Foundation donations using Quickbooks & Bloomerang.
 - b. Responsible for sending donor acknowledgment letters through Bloomerang.
 - c. Provides support for fundraising direct mail efforts.
 - i. Puts mailings together
 - ii. Works with bulk mail office
 - iii. Orders needed mailing supplies
 - d. Provides support for fundraising events and campaigns as needed.
 - i. Provides support for Celebrate SPS Banquet.
 - ii. Provides support for new and existing fundraising campaigns and events as needed.

Qualifications:

Experience in the non-profit field preferred.

- Knowledge of Microsoft Office is required.
- Knowledge of Bloomerang donor software is a plus.
- Knowledge of Quickbooks financial software is a plus.
- Individual should be highly motivated, organized and detail oriented.
- Occasionally required to lift and carry boxes of materials and equipment weighing 25-50 pounds.
- Requires some evening and weekends.
- Must pass a criminal background check.

Benefits

- Paid health insurance (CoxHealth Plans)
- Simple IRA match (up to 3%, Edward Jones)
- PTO
- Paid Holidays (8)

Qualified applicants should submit a cover letter, resume and three professional references to:

Foundation for Springfield Public Schools

Attn: Natalie Murdock

1610 E. Sunshine

Springfield, MO 65804

Phone: 417-523-0144

Email: nmurdock@spsmail.org