



Development and Campaign Manager

June 2018

Palo Alto Partners in Education (PiE) is a highly visible and vibrant organization with the singular mission to raise funds for the Palo Alto Unified School District (PAUSD). Distributing \$5.5 MM annually, PiE is a crucial component of the PAUSD budget, funding additional staff and enrichment opportunities so that every one of the 12,120 students in the district receives a well-rounded, top-tier education. PiE staff and volunteers work in concert to enthusiastically engage our community in our fundraising campaign.

The Development and Campaign Manager role requires exceptional attention to details and multitasking ability. This position is responsible for all donation processing and database entry. It is a pivotal role and handles much of the logistical coordination in the office and with volunteers. The ideal candidate is fastidious about accurate data and thorough in investigating missing or confusing information. It is a part-time position with nearly full-time hours in the late-summer and fall and fewer hours through spring and early-summer. Some evenings and weekends as needed.

The key job duties for the Development and Campaign Manager's role are currently:

- Gift and donor information entry, including the precise maintenance of all donor records in The Raiser's Edge database
- Batch totaling and reconciliation into the Master Financial Google Document with RE database
- Proactive matching gifts processing and follow-up
- Maintain volunteer lists and agreements with PiE Reps, Board members, and Advisory Council members
- Distribute information, reports and status updates to groups of volunteers
- Coordinate details and supply needs for a variety of small donor events and large annual events, including the Middle and High School Preview Nights
- Fraud prevention and alerts with online giving system
- Monthly financial reconciliation in coordination with PiE's Treasurer
- Oversight and management of WordPress, PayPal, Intuit, Box, and Blackbaud accounts, including reconciling gift totals, recording gifts, and noting and following up regarding any discrepancies or difficulties
- Pick up and process the mail
- Prepare and make bank deposits and keep all deposit records

- Maintain and file Board minutes, contracts, agreements and other operational information
- File and retrieve all donation paperwork
- Assist with room reservations and set-up for Board and Committee meetings
- Help maintain office neatness and supply levels
- Exquisitely polite donor and volunteer relations
- Manage donation problems with donors to both rectify the issue and provide excellent customer service
- As needed, approve invoices
- Other support of Executive Director as needed and/or requested

Requirements:

- Candidate must be computer savvy and experienced with CRM and accounting applications
- Professional and polite demeanor is needed for volunteer and donor relations
- Ability to work occasional nights and weekends as needed to support Board and community events
- Provide own car, insurance, and valid driver's license or other means to travel throughout the Palo Alto area
- Pass a background check

Estimated start date: August 1, 2018

Interviews will be held in June and early July

Compensation: This position is paid hourly, commensurate with experience.

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with each of the essential qualifications listed, compensation requirements, and experience along with a current resume to: Linda Lyon, Executive Director, at llyon@papie.org with "Development and Campaign Manager Position" in the subject field.