



Deputy Director Job Description

February 2023

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 million annually, PiE is a crucial component of the PAUSD budget, funding additional staff and enrichment opportunities so that every one of the 10,330 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 Deputy Director 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 the data importing and reporting. The ideal candidate is fastidious about accurate data and thorough in investigating missing or confusing information.

This is a part-time position with extremely variable hours. It's nearly full-time hours in the late-summer and fall and fewer hours through spring and early-summer. Some evenings and weekends as needed, though very rarely.

The key job responsibilities of the Deputy Director role currently include:

- Oversight of all PiE processes, offline and online
- Gift and donor information entry, including the precise maintenance of all donor records in our CRM, Little Green Light, and Formsite
- Generate all acknowledgements
- Generate Presidents' letters
- Support Leadership Circle data needs including reports and letter generation
- Support marketing data needs including Annual Report
- Overall database management
 - Clean data
 - Importing data
 - Issue report and lists
 - Meet as needed with Development and Leadership Circle Committees to determine reporting needs
 - Design database structure
 - Manage complex reports using Little Green Light and Google Sheets
 - Manage vendors including Forte, Stripe, PayPal, Formsite, and Little Green Light
- Assist with the annual audit and finance reporting
- Oversee new database and processing efforts as needed
- Maintain documentation of office processes and instructions on donation entry

- Support website efforts and coordinate with website vendor especially on matters of processing and security
- Maintain Constant Contact database
- Provide organizational strategic feedback
- Support PiE Innovation Grants as needed
- Manage school spending reconciliation
- Help with batch totaling and reconciliation into the Master Financial Google Document
- Help with events including Leadership Circle Thank Yous
- Help maintain office neatness and supply levels
- Exquisitely polite donor and volunteer relations
- Other support of Executive Director as needed and/or requested

Requirements:

- Candidate must be very computer savvy and experienced with CRM and accounting applications as well as the Microsoft and Google suites of applications. Programming and/or Systems knowledge is a plus
- 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
- Must be a California resident, though working a hybrid schedule at home and the office is possible
- 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: TBD

Compensation: This position is paid hourly, commensurate with experience. Starting salary range is \$48/hr - \$50/hr. This is a part-time position with nearly full-time hours in the late-summer and fall and significantly fewer hours through spring and early-summer. Some evenings and weekends as needed. PiE offers employees an opportunity to contribute to a 401(k) plan after 6 months' employment. California State required sick leave is provided. No other benefits are included.

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 "Deputy Director Position" in the subject field.