



Job Title: Data Manager and Operations Support

Location: Hybrid

Pay: \$50-\$54 per hour, 10-20 hours per week

Start Date: September 2025

About PiE

Partners in Education (PiE) is a nonprofit foundation dedicated to enriching the educational experience of every student in the Palo Alto Unified School District. By raising funds from parents and the broader community, PiE helps provide resources that go beyond what public funding alone can offer—supporting additional teachers, aides, counselors, and innovative programs across all schools.

Role Summary

We're seeking a detail-oriented, mission-driven professional to manage donor data, financial reconciliation, and volunteer communications for PiE. This role is central to ensuring the integrity of our fundraising systems and the warmth of our donor and volunteer relationships. You'll work closely with the Executive Director, Treasurer, and volunteer teams to keep our operations running smoothly and our supporters feeling appreciated.

Key Responsibilities

Donor Data & Gift Processing

- Maintain accurate donor records in Little Green Light.
- Process donations from platforms including Forte, Stripe, PayPal, and Benevity
- Coordinate with treasurer to reconcile batches and update the Master Financial Google Sheet
- Manage matching gift submissions and follow-ups

Acknowledgements & Stewardship

- Generate donor acknowledgements.
- Maintain donor lists and provide reports

Database & Reporting

- Clean, import, and structure data
- Design and run reports using Little Green Light and Google Sheets
- Transition data annually for the new fiscal year
- Maintain Constant Contact lists and support marketing data needs

Financial & Operational Support

- Assist with audits and financial reporting
- Support Innovation Grants
- Handle mail, bank deposits, and recordkeeping
- Investigate fraud alerts and maintain secure giving procedures
- Coordinate banner and yard sign hanging/replacement with teen volunteers

Strategic & Executive Support

- Provide feedback on organizational systems
- Support the Executive Director with special projects

What We're Looking For

- Strong attention to detail and comfort with data systems
- Experience with donor databases and online giving platforms
- Excellent written communication and interpersonal skills
- Ability to manage multiple tasks and maintain confidentiality
- A warm, professional presence with a commitment to donor stewardship

Confidential Application Process: Email your cover letter (in PDF) summarizing your interest, fit with each of the essential qualifications listed and experience along with a current resume to: Erika Buck at hiring@papie.org with "PiE Data Manager Search" in the subject field. No phone calls, please. Palo Alto Partners in Education is an equal opportunity employer and welcomes applications from all qualified candidates.