

## **D39 EDUCATIONAL FOUNDATION MANAGER**

The District 39 Educational Foundation, a 501c (3) non-profit organization, grants funds through Gripp Grants and special gifts to fund innovative educational programs, experiences, and technologies that expand, enrich, and complement District 39 school curricula. Our grants directly impact Harper Elementary School, Romona Elementary School, Central Elementary School, McKenzie Elementary School, Highcrest Middle School, and Wilmette Junior High School in Wilmette District 39.

The Foundation Manager plays a crucial role in ensuring the smooth and efficient operation of the day-to-day operations of the District 39 Educational Foundation. This position reports to the Foundation Chair, and works closely with the Foundation's Executive Committee, board trustees, D39 staff, donors, vendors, and the Wilmette community at large. As trustees annually rotate through positions and foundation commitments, it is the Foundation Manager who shepherds board members through the foundation's processes from year to year.

We are looking for an enthusiastic and collaborative self-starter who is comfortable navigating through some ambiguity to help create a structured, programmatic approach for our fundraising efforts.

### **PRIMARY RESPONSIBILITIES**

- Oversee day-to-day operations of the foundation
- Create and implement internal processes to streamline foundation operations (e.g., CRM, Donor Management tools, Event Management tools, website updates, communication tools, etc.)
- Handle logistics and preparation for foundation General Board, Executive Committee, and RGCC (Recommendations Gripp Grant Committee) meetings
- Provides foundation leadership and consistency

### **OUR IDEAL CANDIDATE**

#### ***A self-starter who anticipates needs***

- Desire to constantly innovate and make things better and more efficient
- Is tech-savvy and quick to recommend and implement new tools and processes
- Pays attention to detail and anticipates potential areas for improvement
- Follows through on projects, emails, details with determination and fun
- Is OK with ambiguity and shifting priorities
- Is enthusiastic about helping to grow the foundation's reach and sophistication

#### ***Detailed orientated and organized***

- Can easily manage multiple priorities and meet deadlines
- An expert time manager that knows how to manage a part time work schedule
- Can prioritize readily and easily

### ***Professional and communicative***

- Builds relationships with trustees, D39 staff, and community members quickly via phone or email
- Goes the extra mile to be kind and courteous and thoughtful
- Admits mistakes and is an active learner

### **QUALIFICATIONS**

#### ***Required***

- Administrative or project management experience, preferably in operations, non-profit education, chief of staff or other internal support role
- Techy Savvy, with experience and knowledge with Microsoft Word, Word Press and Constant Contact, and open to learning and working with new tools where needed
- Adaptable to a dynamic and ambiguous work environment

#### ***Preferred***

- District 39 community member or parent with experience and knowledge of the D39 schools
- Past PTO experience and participation
- A dedicated home office space (position will have access to a desk at the District 39 head office)

**Average 40 hours/month, very minimal work in summer. Hours may change with foundation needs and growth**

**Pay \$20 dollars/hr.**

If interested, please send us your resume, and a short cover letter of why you are the perfect candidate for this role to: [chair@d39foundation.org](mailto:chair@d39foundation.org)

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The District 39 Educational Foundation is committed to equal employment opportunities regardless of any protected characteristic, including race, color, genetic information, creed, national origin, religion, sex, affectional or sexual orientation, gender identity or expression, lawful alien status, ancestry, age, marital status, or protected veteran status and will not discriminate against anyone on the basis of a disability. We support an inclusive workplace where associates excel based on personal merit, qualifications, experience, ability, and job performance.