



Foundation for Madison's Public Schools

Job Title:	Administrative Assistant
Responsible to:	Operations & Finance Director
Date Approved:	January 2020

Summary of Major Responsibilities

Incorporated in 2001, the Foundation for Madison's Public Schools is a 501(c)(3) nonprofit agency that focuses exclusively on delivering support to the Madison Metropolitan School District's 50 public schools; more than 5,000 staff; and 27,000 plus students. During its existence, the Foundation for has delivered more than \$20.5 million in resources to Madison's public schools. The Foundation now seeks an Administrative Assistant, who will be responsible for providing administrative support to all Foundation staff, including support with event-related activities. The Administrative Assistant reports to the Operations & Finance Director, who will determine priorities and assignments.

This is a part-time, hourly non-exempt opportunity. This new position starts at 20 hours / week and has the potential to become a full-time role in the future.

Duties & Responsibilities (include, but are not limited to, the following)

General Office:

- Welcome guests and answer general Foundation phone line.
- Ensure overall Foundation office cleanliness and presentation.
- Maintain inventories, order office supplies and supply kitchenette.
- Monitor conference room cleanliness and supplies.
- Support staff meetings, prepare materials and handle follow up items.

Staff Support:

- Assist the Executive Director with preparation for Executive, Resource Development and Advocacy Committee meetings and related activities.
- Assist the Marketing Director with preparation for Marketing Committee meetings, website updates and social media posts.
- Assist the Associate Director – Alumni Engagement with preparation for alumni events, website updates and social media posts
- Assist the Community Partnerships Director with preparation for Community Partnerships Committee meetings and related activities.
- Manage the assembly and delivery of office mailings, including weekly donor acknowledgement letters.

Events:

- Coordinate logistics and arrangements for board meetings with host site and Executive Director.
- Assist the Development Assistant with arrangements and tactical execution of donor meetings and cultivation events.
- Provide the Community Partnerships Director with tactical support for our annual *A Principal Experience* event and biannual Adopt-a-School summit.
- Support Circle of Friends activities as requested.

Other duties as assigned.

Qualifications

- Passion for public education and commitment to the successful futures of our district's 27,000 plus students
- Must have 3 years of administrative experience, ideally working in a nonprofit setting
- Associate's degree is preferred
- Driver's license, registered vehicle and insurance required
- Ability to operate office equipment including but not limited to computers and related equipment, calculator, copier, fax machine and multi-line telephone system. Must be skilled in the use of Microsoft Office applications.
- Ability to maintain confidentiality of donor records
- Must have excellent time management skills
- Must have the ability to multi-task and prioritize workload
- Ability to work independently and within a team
- Ability to communicate effectively, both orally and in writing, with individuals at all levels of the organization as well as board members
- Preference for candidates with prior experience in event management, volunteer coordination, data entry, social media, and/or Web skills

NOTE: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

About the Foundation

Mission: The Foundation is committed to supporting the education of every child by raising private funds, awarding grants, developing community partnerships, and advocating for Madison's public schools.

Vision: Supported by the Foundation, Madison will have excellent, well-funded public schools in which learning is celebrated and all students graduate ready for college, career, and community involvement.

Values & Beliefs:*We Believe –*

- Every child deserves a high quality and equitable education.
- The future depends upon today's investment in the educational experience of tomorrow's leaders.
- High quality public education is fundamental to a vibrant community and a strong local economy.
- Access to public education is essential for a thriving democracy.
- The Foundation plays a vital role in connecting public schools and community resources.

We Will –

- Fund promising, innovative educational programs and activities outside the core school budget.
- Build and sustain partnerships that mobilize business and community resources.
- Invest community resources to expand opportunities for all Madison public school students.
- Promote the value of Madison public schools throughout the community.
- Manage the Foundation with integrity and transparency.

For more information about the Foundation for Madison's Public Schools, please visit:

SchoolsMakeMadison.org.

To Apply:

Interested candidates are required to submit a resume *and* cover letter in order to be considered. Please send materials by Monday, February 17th, to:

Donna L. Faulkner
Operations & Finance Director
Email: dfaulkner@fmps.org

The Foundation for Madison Public Schools is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.