

Operations Director

Ames Education Foundation

<http://www.ameseducationfoundation.org/>

Ames, IA

The Ames Education Foundation, a 501C3 not-for-profit, is the independent fundraising affiliate of Ames Community Schools. With offices at Ames High School and assets of over \$600,000, the Foundation develops and manages annual and planned giving programs to support the students, teachers and staff of Ames Schools and enrich the education of every Ames student.

Operations Director

The Operations Director will manage a Quickbooks and ETap system of bookkeeping and donor database. The Operations Director will also maintain detailed records of donor and tax data as well as manage stewardship of all fiduciary accounts and funds. The Operations Director will coordinate with appropriate volunteers to accomplish both administrative and event tasks and in particular, will work with volunteers operating the annual TASTE and other Trustee initiatives. The Operations Director will collaborate with the Executive and Development Director to maintain donor, fundraising and fund records and provide assistance in capital campaigns.

Scope: Half-time, twelve months

Salary: \$20 per hour equivalent in employment status.

Benefits: \$2,100 annual defined contribution benefit, four days of vacation and three paid sick days.

Reports to: Board of Trustees

Measures of Success: Appropriate measures of success include the successful maintenance of error-free and up-to-date accounting and donor records and timely issue of tax receipts every January. Another key measure of success will be coordinating with volunteers operating TASTE and other initiatives.

Requirements: Computer literacy in office and database software, and ability to quickly learn accounting and fundraising management software including Quickbooks. Good attention to detail and recordkeeping. Skills and passion for securing and supervising volunteer helpers to accomplish the AEF mission in ongoing work and special events.

Applications: Please send a cover letter and full CV to AEF via email at:

AEFCareers@outlook.com

Note that this position is with Ames Education Foundation, not Ames Community School District.

Ames Education Foundation 1921 Ames High Drive, Ames IA 50010