



Position Available: Donations Administrator for the Portola Valley Schools Foundation

The Donations Administrator for the Portola Valley Schools Foundation (PVSF) is a new, paid position responsible for processing fundraising campaign contributions. This is a vital role for the organization and will work closely with our dynamic team of community volunteers to support the public schools in Portola Valley.

About PVSF

PVSF is a non-profit organization which raises funds for the Portola Valley School District. Funds raised provide additional teachers, specialists, programs and tools that make the Portola Valley public schools extraordinary places for learning. PVSF raises money from District families, community members and local businesses on an on-going basis through two vehicles: the Annual Campaign and the bi-annual FANfare Benefit event.

Position Description

The Donations Administrator is responsible for managing the Raiser's Edge database including donation processing, regular reporting, and maintaining the integrity of donor data in support of the volunteer Annual Campaign team. The PVSF Annual Campaign runs yearly from August through December. During this time, the Donations Administrator will be expected to promptly process transactions and generate reports for the AC team as often as twice per week. During the rest of the year, there is more flexibility, and donation processing can occur every week or two.

Responsibilities

- Receive Annual Campaign payments via check, credit card, or electronic funds transfer and process into Raiser's Edge.
- Complete bank deposits and report information to the CFO.
- Record pledges in the database.
- Update class and donor lists in August and throughout the school year.
- Create class lists, mailing lists, reports and donor lists for AC team and annual brochure.
- Issue donor tax receipt letters.
- Follow-up on campaign pledges and expected employer matching donations.
- Support the finance team in responding to donor and administrative requests for information.
- Maintain quality control of the database.

Requirements

- Working knowledge of Raiser's Edge or familiarity with other database systems and the ability to learn Raiser's Edge quickly.
- Experience using Word and Excel.

- Ability to work more hours in the fall than other times of the year.
- Familiarity with the Portola Valley community is a plus.

How to Apply

Please send a resume and cover letter to hjharmssen@gmail.com by May 30 to express your interest in the position.