



Foundation for Madison's Public Schools

Job Title:	Development Assistant
Responsible to:	Executive Director
Date Approved:	December 2018

About the Opportunity

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 \$11 million in resources to Madison's public schools. The Foundation seeks a full-time Development Assistant to support Foundation staff in their efforts to fulfill our mission and to implement our 2018-2021 strategic plan.

This position will also devote significant time to the Executive Director and the Foundation's efforts to complete the *Together We Thrive* \$1.1 million challenge grant, awarded to the Foundation by the Madison Community Foundation. This five-year grant requires a 1:1 match and will benefit the Madison Metropolitan School District's Community Schools strategy.

The Development Assistant reports to the Executive Director. This is a full-time, hourly non-exempt opportunity.

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

Major / Planned Gift Program:

- Assist the Executive Director with the implementation of the Community Schools Fundraising & Long-Term Sustainability Plan.
- Coordinate logistics and arrangements for the Community Schools Philanthropy Circle, a group of community leaders providing advice and assisting with building long-term funding sustainability for Community Schools.
- Coordinate logistics and arrangements for Community Schools cultivation events with the Executive Director.
- Assist with the development and updating of Community Schools collateral; identification of inspiring donor stories; monitoring of both MMSD & FMPS web content; and postings on social media.
- Prepare materials for major gift donor meetings and presentations, and assist with follow up.
- Assist with mailings and activities related to the Madison Public Schools Legacy Circle, our recognition society of planned gift commitments.

Events:

- Coordinate logistics and arrangements for board meetings with host site and Executive Director.
- Coordinate logistics and arrangements for major gift prospect events with Executive Director.
- Assist the Marketing Director with activities related to our annual Circle of Friends fundraising luncheon.
- Provide the Community Partnerships Director with tactical support for our annual A Principal Experience event and biennial Adopt-a-School summit.

Staff Support:

- Participate in committee meetings as requested, prepare materials and handle follow up items.
- Assist the Marketing Director with web site updates and social media calendar implementation.
- Assist the Marketing Director in promoting the Madison Public Schools Alumni Network in conjunction with graduation ceremonies and other opportunities.
- Support the assembly of office mailings.
- Arrange for volunteers to provide additional office support.

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.
- Support staff meetings, prepare materials and handle follow up items.

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:

www.fmmps.org.

To apply, please submit cover letter and resume electronically to:

Melinda V. Heinritz
Executive Director
mheinritz@fmmps.org

Resumes will be accepted until the position is filled.