



Job Description – Nonprofit Events & Program Manager or Coordinator

The Education Fund, a nonprofit organization with a 35+ year history of helping students succeed, is looking for that dynamic person who loves events and programming. We are looking for a person willing to work as a team member to manage events or parts of events, as appropriate, and is a very hands-on, roll-up-your-sleeves type of person.

There is never a dull day as The Education Fund runs several campaigns, programs, and events to help our public schools and students thrive. Our Teach-a-Thon is a walk-a-thon with a twist. Instead of walking, business volunteers see how many minutes they can last in the classroom. Our Expo is a day-long idea-inspired conference where hundreds of teachers learn best practices for student success. Our Taste of Education is a food festival where the ‘celebrity chefs’ are high school students, and 500+ business executives are the judges. Our art exhibit awards ceremony rewards students for creativity. And our annual Charity Art Auction & Honoree Celebration brings art collectors, philanthropists, and executives together to support arts education while recognizing successful public-school alumni.

Sound interesting? Can you see yourself working on these types of events and the programs behind them?

Responsibilities include:

- Managing and/or Assisting with The Education Fund events, including:
 - Organizing all the logistical details of events – before, during, and after
 - Securing teacher/school/culinary judge/volunteer participation for several events
 - Soliciting in-kind support for events from our supporters, including securing luxury items for our silent auction
 - Helping match business people with teachers for our Teach-a-Thon
 - Creating name tags, labels, certificates, and table tent cards, plus other event materials
 - Maintaining RSVP information and Managing the registration areas during events
 - Stuffing awards bags, creating centerpieces, contacting winners of artwork
 - Helping with or managing a host of other event-related work as needed
- Recruiting/Communicating with/Confirming volunteers for certain program activities
- Creating simple graphic pieces such as flyers, table tent cards, displays for auction items, and other materials for the various events of The Education Fund
- Using our ‘Microsoft Word’ based Website system to update event and registrations pages (no coding needed) and using web-based auction platforms for our auction event
- Helping Manage and/or Managing budgets for events and/or programs, including processing purchase orders
- Prepare program/event materials for meetings
- Create and Maintain spreadsheets that include metrics for grant reporting
- Manage and Build rapport with constituents such as teachers, sponsors, elected officials, and community members

- Working as part of a team at The Education Fund

Qualifications Desired:

- Events experience –at least 2 to 5 years
- High energy
- Organizational skills
- A personality that enjoys and is good at recruiting people and getting in-kind support, such as teachers for programming, volunteers for events and programming, auction items for silent auctions, vendors for events, etc.
- Persistent, in a charming but effective way, at getting information – for example, getting names from companies for their ‘tables’ at events, recipes from chefs, grant receipts from teachers
- Excellent customer service skills whether you are dealing with a CEO, teacher, or high school student and treating them all equally with respect
- Ability to communicate verbally AND in writing in English (Spanish not required but helpful)
- Willingness and ability to organize, track, and file program paperwork
- Ability to manage a simple budget and stay within budget when executing an event
- Proficiency in Outlook, Word, Excel, eBlast programs, and other technology/software programs
- Graphic design skills at the level needed to create basic but eye-pleasing flyers, table tent cards, labels for artwork, display pages for auction items, etc.
- Willingness to take on other tasks as needed as a backup (i.e., willing to be a team player helping when needed!)
- Strong desire to work for a nonprofit organization that improves public education
- Vehicle required daily to travel to the main office, for events, etc.
- Absolute ability to work evening events (6 to 8 times/year) with an all-day Saturday conference (once/year)

This is a full-time position. Compensation is based on experience and includes health insurance, retirement, and vacation/sick leave benefits. The Education Fund is an Equal Opportunity, Affirmative Action employer and is a drug-free workplace.

Compensation range -- \$50K to \$70K annually

Please submit your resume and a cover letter, specifying in the cover letter your current salary and/or salary history and any salary expectations – to HR@educationfund.org.

For more information about The Education Fund visit www.educationfund.org