



Take Stock Development Executive Assistant

Position reports directly to:	Executive Director
Positions reporting directly to this position:	None
Primary Work Location:	Office at Horizon Campus
Starting salary:	\$30 to \$35 an hour
Status:	Part Time - 20 hours per week

Organization Description: The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL. Our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to fundraise and create programming, which meets the needs of students and teachers in Alachua County.

Position Goal: The person in this role will be responsible for entering, quality checking, and maintaining required data. They will support The Foundation's mission to identify needs and secure support for Alachua County Public Schools, contributing to a culture of philanthropy. This position serves as a public representative of The Education Foundation of Alachua County. The person will assist the Take Stock Director and Executive Director with cultivating and stewarding existing individual and corporate donors as well as coordinate events that support the Take Stock in Children program's goals, as set forth by the board.

Job Summary: This position will coordinate and implement fundraising, stewardship, and donor events and activities for Take Stock in Children. The goal is to meet quarterly fundraising and donor relations targets, working towards both short-term and long-term objectives. Additionally, this person will support the team at The Education Foundation with student-related needs and database reporting.

Responsibilities include but not limited to:

1. Assist the Executive Director in developing and executing the agency's fundraising plans, which include cultivating individual donors and organizing events.
2. Provide extensive stewardship to maintain existing donor relationships.
3. Identify and cultivate new individual donors and business partnerships.
4. Solicit and secure donations, sponsorships, and in-kind vendor services for fundraising events.
5. Represent the agency at community networking groups and events, including third-party fundraising initiatives.
6. Develop annual campaigns and solicit sustainable donors through regular appeals and end-of-year mailings.
7. Oversee event budgets and conduct post-event reconciliation
8. Help schedule council meetings, set agendas, priority actions, and leadership tasks

Job Summary

9. Assist with communication and marketing efforts for Take Stock fundraising events, awareness campaigns, online and traditional marketing, and collateral design.
10. Use strong writing, grammar, spelling, and interpersonal communication skills to develop collateral materials.

Physical Requirements: Tasks require the ability to exert somewhat strenuous effort in work involving moderate physical activity typically involving some combination of standing; walking; sitting; reaching with hands and arms; kneeling; climbing; balancing; bending; crouching or twisting. While performing the duties of this job, the employee must occasionally lift and carry, push and pull up to 40 pounds. Manual dexterity is often required. Tasks involve extended periods at a keyboard or workstation. **Sensory Requirements:** While performing the duties of this job, some tasks regularly require oral communication ability; the ability to perceive and discriminate sounds; and the ability to perceive and discriminate odors; most tasks require visual perception and discrimination and the ability to distinguish color. **Work Environment:** While performing the duties of this job, tasks are regularly performed with exposure to adverse environmental conditions, such as outdoor weather conditions.

Minimum Training and Experience:

- Bachelor's degree preferred in communications, public relations, journalism or related field.
- Minimum of 3 years of related development and/or marketing experience with a corporation, a non-profit organization is preferred.
- Equivalent combination of education, training, and experience will be considered.
- Minimum of 3 years of experience with administrative duties, fundraising/event planning, PR/Marketing
- Must possess and maintain a valid Florida Driver's License with a driving record that meets district standards
- Strong communication skills and a professional demeanor with students, parents, staff, board and donors both in person and over the phone.
- Proficient computer skills Microsoft Office Word, Excel and Google Doc

Employment Eligibility:

- All offers of employment at Take Stock in Children are contingent on passing a thorough background check required by government agencies at the federal, state, and local levels.
- **Work Environment:** Employees work in a variety of settings, including classrooms, offices, and schools, and they engage in monthly training and service activities that require occasional travel. The job frequently requires the employee to stand and sit for extended periods.
- Proof of employment eligibility as required by law.
- Proof of any diplomas or degrees indicated as a core qualification.
- Registered sex offenders (or anyone required to register) or individuals convicted of a felony crime are prohibited from employment with Take Stock in Children.

As an equal opportunity employer, The Education Foundation of Alachua County and Take Stock in Children hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

Anyone who is interested should send their cover letter and resume to Tatila Brock-Paul at brocktt@gm.sbac.edu