

## Hillsboro Schools Foundation

### Job Description

Title of Job: Program Assistant

Supervisor: Executive Director

Skills Required: Competent and confident knowledge of Microsoft Office (Word and Excel), QuickBooks, including mail merges and spreadsheet analysis. Knowledge of donor management system Donor Perfect a plus. Excellent written and oral communication skills, self-starter, strong organizational skills, and general office management skills needed. Possess ability to work independently, under pressure, handling multiple demands on time and resources in a small office environment. Integrity is a must. Accuracy, consistency and follow-through are essential attributes that will be vital to succeed in the position. Must be able to lift 25 lbs.

This is an at-will, part-time position. The job averages 16 hours a week and is event driven for time. HSF's biggest fundraiser is an auction and is held in February. 40-hour weeks are acceptable if agreed upon during event lead-in. HSF office hours are flexible within 8:30 – 5pm. Two or three Saturdays a year are required including the annual auction and Brewfest. Our continued growth as a Foundation could contribute to more hours required of the position annually.

Responsibilities (include, but not limited to):

1. Perform accounting functions in collaboration with the HSF Staff and Treasurer
  - Make bank deposits and track information on all donations and deposits, including on-line donations
  - Track all accounts payable expenses, invoices, checks written, etc.
  - Maintain financial records, recording deposits - Quickbooks understanding is a plus
  - Assist HSF Staff, Treasurer and other Board Members with financial information
  - Reconcile with HSF Board Treasurer and Executive Director on a bi-weekly basis
2. Provide Word and Excel Documents
  - Create and send all donor thank you letters for events and donations
  - Assist with HSF correspondence as needed, proof and edit documents
3. Maintain donor database systems, including:
  - Input and tracking of all donor information, including donation information in Donor Perfect database
  - Maintain mailing lists and email lists for marketing, newsletters and events
4. Assist with fundraising events and HSF committees as needed
  - Auction – use of Greater Giving auction database software to support item procurement, item/package management, guest management, auction night activities and post auction financial analysis
  - Annual Appeal – coordinate donor information with Hillsboro School District information to support annual phone-a-thon. Responsible for data management and production of all materials and mailings; includes merging excel data from multiple sources, editing, removing duplicates, and generating call sheets. Follow up on all outstanding pledges and mail reminders
  - General office functions and duties include copying, filing, errands, ordering supplies and other tasks as needed.