MVEF | MT. VERNON EDUCATION FOUNDATION

Investing in Learning. Powering Potential.

OCTOBER 2026

Office Coordinator

The administrative and logistical anchor of the Foundation

CLASSIFICATION	Part-time employee (W-2), hourly non-exempt
ANTICIPATED TIME	18–20 hours/week; occasional evening/weekend events (paid)
RATE	$17–$21/hour
TERM	90-day introductory period
LOCATION	On-site, MVEF office
REPORTS TO	Executive Director

01 POSITION SUMMARY

The Office Coordinator is the Foundation's administrative and logistical anchor, owning day-to-day systems and technology, donor records, grant and board coordination, and support for all programs and events so the Executive Director can focus on leadership, fundraising, and strategy.

02 KEY RESPONSIBILITIES

Office Administration, Technology & Executive Support

- Serve as MVEF's first point of contact: answer phone and general email, greet visitors, and route inquiries from donors, teachers, families, and partners.
- Manage and integrate CharityProud, OneCause, Constant Contact, and Canva across Google Workspace and Microsoft 365, keeping data accurate between platforms.
- Manage office correspondence, supplies, shared files, schedules, contacts, and follow-up trackers.
- Send program and event emails and correspondence through Constant Contact; keep email, mailing, volunteer, and sponsor lists current and synced with CharityProud.
- Prepare meeting packets, presentations, letters, and administrative documents.
- Maintain board directory, bylaws, policies, and organizational files; track renewals and compliance deadlines (insurance, subscriptions, state filings, licenses, contracts); protect confidential information.
- Maintain written procedures for recurring tasks, systems, and events so operations continue smoothly through staff transitions.

Donor Stewardship & CRM

- Process incoming gifts: open and log mail and checks, prepare deposits for approval, and record cash, online, and in-kind gifts in CharityProud.

- Maintain accurate, categorized CharityProud donor, gift, sponsorship, and business and community partner records.
- Prepare and track timely gift acknowledgments, donor thank-you letters, and recognition lists.
- Provide donor and fundraising summaries; flag missing or inconsistent records.

Grants, Board & Events

- Maintain grant deadlines, supporting documents, application status, and reporting checklists.
- Administer the classroom grant cycle (intake, teacher communications, award notifications, final impact reports), coordinating with MVCSC central office, principals, and building staff.
- Coordinate board/committee notices, agendas, draft minutes, materials, and follow-up.
- Support all MVEF programs and events: registrations, vendor contacts, volunteers, sponsor tracking, supplies, and post-event follow-up.

Financial Coordination — Not Bookkeeping

- Organize receipts, invoices, vendor W-9s, and deposit backup for the Bookkeeper.
- Track outstanding documentation and alert the Executive Director to missing invoices or payment issues.

03 QUALIFICATIONS & SKILLS

- 2–3 years in administrative, nonprofit, fundraising, or operations support preferred; comparable experience accepted.
- Anticipates what's needed before being asked, solves problems without waiting for direction, and follows through; strong organization, confidentiality, customer service, and written communication.
- Strong technology skills in Google Workspace and Microsoft 365; experience with CharityProud, OneCause, Constant Contact, and Canva, or ability to learn them quickly.
- Ability to manage competing deadlines independently and support occasional evening/weekend events. Employment is contingent on a successful background check.

04 EXPECTED DELIVERABLES & ACCOUNTABILITY

- Weekly: update task tracker, donor acknowledgments, follow-ups, and schedules.
- Monthly: reconcile CRM activity and acknowledgments against Bookkeeper reports; prepare board and event materials.
- Ongoing: maintain a current grants calendar, organized board files, and documented event checklists.

05 SCOPE & WORKING RELATIONSHIPS

Works under the Executive Director's direction. Coordinates documentation with the Bookkeeper and provides event details and donor lists to the Digital Content & Storytelling Specialist, who produces the monthly MVEF Matters newsletter.

06 HOW TO APPLY

Send a résumé, references, and a brief note on why this role fits you to Renee@MtVernonFoundation.org by November 5, 2026.