



Education Foundation Administrator

The Peoria Education Foundation seeks a part-time contractor to support the Board of Directors with securing additional funding and maintaining the administrative functions of the Board.

Essential duties and responsibilities generally include the following:

- *Attend Foundation Board meetings and events to stay apprised of the Foundation's work.
- *Make recommendations to Foundation Board of Directors and identify areas for strategic growth.
- *Cultivate relationships with potential funders, including individual local, state and national organizations, where appropriate.
- *Find appropriate grant opportunities and apply for funding to support Foundation projects - compose, create and submit proposals.
- *Draft summaries on grant and scholarship recipients and assist with preparing scripts for special events.
- *Write content and update the Foundation's website, as well as maintain a visible and strategic social media presence.
- *Work within Peoria Unified School District's guidelines to create programs, signage and awards for special events that are within the district's brand, yet represent the Foundation as a separate entity.
- *Create presentations and prep letters, fundraising materials and check requests.
- *Take photos and assist with preparing videos for special events.
- *Check the Foundation's mail and assist the Treasurer with processing reports to present to the Board.
- *Manage campaigns to employees, parents and community members that generate additional funds for the funds for the Foundation.

Applicants must have 3-5 years of development experience working with nonprofit organizations – school foundation experience is preferred. The position will be on an annual part-time contract requiring approximately 40 hours per month. Please send letter of interest and resume to pusdpr@pusd11.org, Attn: Danielle Airey.