

Help Wanted: New Bedford Education Foundation Administrator

New Bedford Education Foundation

Job Opening – Administrator – 20 hours per week

General Qualifications: good writing skills AND web-site management capacity; non-profit experience and work in the field of education desirable; experience in fundraising operations helpful.

Job Description: The NBEF Administrator ensures that NBEF operations proceed smoothly and efficiently by planning, defining, and implementing appropriate procedures. The Administrator is also responsible for coordinating the financial functions of the NBEF, including making donor deposits and coordinating the disbursement of grant awards, maintaining the books, and preparing financial reports. Additionally, the Administrator is responsible for staffing NBEF Board and Committee meetings; fielding grant requests and applications; assisting with event planning and logistics, along with other fundraising activities; and undertaking other tasks as they arise.

The Administrator reports to the NBEF Chair. He/she will also work closely with committee chairs, as needed.

Salary: Commensurate with qualifications and experience.

Please send bio and letter of intent to:

New Bedford Educational Foundation

ATTN: Administrator

P. B. Box 6250

New Bedford, MA 02740

by May 15, 2015