

AESA FOUNDATION COORDINATOR

Position Title: AESA Foundation Coordinator

Purpose: Responsible for the planning, development, and implementation of a comprehensive fundraising program that will complement and provide financial support to the AESA.

Reports To: AESA Executive Director

Classification: Part-Time, 20-30 hours per week. Contracted preferred, will also consider part-time salary.

Compensation: \$40,000 - \$50,000/year

Primary Initiatives:

1. Foundation Advancement (fundraising, donor cultivation, board development)
2. Foundation Operations
3. Foundation Marketing
4. Grant Writing

Responsibilities:

- Collaborate with AESA staff and board leadership to determine fundraising campaigns, events, and activities in alignment with AESA's strategic plan.
- Develop a written fundraising plan including specific goals and a timeline for implementation.
- Facilitate donor prospecting through donor segmentation of the current database (existing and lapsed donors).
- Develop external relationships, marketing programs, and events to cultivate, motivate, and solicit individual and corporate donors, including e-campaigns and social media.
- Develop phases and timelines for fundraising initiatives.
- Develop campaign themes and communications materials (design for graphics/social media, donor letters/asks, etc.).
- Implement fundraising campaigns, including progress reports.
- Coordinate and implement fundraising special events.
- Ensure timely donor acknowledgment.
- Develop donor recognition recommendations and coordinate implementation upon approval.
- Periodically evaluate results of fundraising initiatives with the AESA leadership team.
- Develop and produce an annual impact report.
- Develop and coordinate the AESA Foundation's process of receiving and reviewing requests and awarding funds that promote AESA's core mission.
- Raise public awareness of the AESA Foundation and AESA.
- Perform the administrative tasks required to carry out the AESA Foundation's mission and objectives.

- Cultivate and maintain a close working relationship with AESA staff leadership to accomplish the AESA Foundation's mission and objectives.
- Coordinate and write grant requests for funds from the corporate and private sectors to support programs that align with AESA's strategic plan and/or the mission of the AESA Foundation.
- Participate in annual budget planning and goals setting; oversee approved fundraising budget and expenses.
- Conduct presentations for key community groups, stakeholders, and other opportunities.
- Effectively and enthusiastically represent the AESA Foundation and the AESA.
- Perform other tasks and duties as assigned by the Executive Director.

Special Knowledge/Skills:

- Proven history of meeting or exceeding fundraising goals.
- Demonstrated ability to work with business, community, and public entities.
- Demonstrated strong organizational skills.
- Knowledge of public education.
- Knowledge of volunteer management techniques.

Preferred experience in two or more of the following areas:

- Fundraising
- Experience working with a board of directors
- Non-profit management
- Public relations
- Communications
- Marketing

Application Deadline: Tuesday, October 10, 2023

Contact for more information: jwade@aesa.us

Application materials should include resume and cover letter.

Join AESA, where your passion for fundraising makes a difference in education. Be part of a dynamic team dedicated to advancing the AESA Foundation's mission. Apply today by sending your resume to jwade@aesa.us.