



Job Description

The Melrose High School Permanent Scholarship Fund is a community-based non-profit dedicated to raising funds for and offering scholarships to the seniors at Melrose High School. We are currently searching for a part-time Executive Administrator (approx. 15-20 hours/week) who is passionate about helping the students of Melrose High School. The ideal candidate for this position will be collaborative, organized and recognize the benefits of building partnerships with the high school, donors and the extended community. This is a pilot, contract position with the goal of renewing to a permanent position after the first year.

Responsibilities

- Oversee all communications and communications efforts with donors, parents, high school, selection committee, alumni and community at large to build awareness and recognition of the organization.
- Develop and implement fundraising strategies to build and invigorate an active base of donors and scholarship fund contacts/managers
- Administer and manage all aspects of scholarship administration process including tracking voucher status and scholarship payment submissions to university bursar's office, maintaining and recording fund balances, donation acknowledgements, etc.
- Manage budgeting efforts, including bookkeeping, donation reporting, bank reconciliations, deposits and budget preparation, in collaboration with the Board.
- Uphold the values, traditions and culture of the organization by fostering a positive, team-oriented, environment
- Work closely with the Board Executive Committee to recruit committee members and host monthly meetings
- Work to improve awareness of the Melrose High School Permanent Scholarship Fund and our efforts among Melrose residents through increased communications, partnerships, and marketing
- Cultivate and manage relationships with community members, Melrose High School, comparable city agencies, elected officials, and other funders

What You Bring

- Mission driven nonprofit leader with at least 5- years of experience in leadership roles, with success in managing programs and organizing fundraising initiatives.
- Self-directed professional who is organized, detail-oriented, proactive with the ability to operate autonomously.
- Demonstrated success leveraging multiple communication vehicles to drive awareness and donations including, website management, social media, email campaigns, press releases, events and direct mail campaigns
- Ability to plan and execute 1-2 fundraising events per year, in conjunction with Board.

- Basic bookkeeping and budgeting knowledge and experience. (Experience with QuickBooks a plus)
- Detail-oriented, strong organizational skills, ability to manage multiple competing priorities
- Connection to and knowledge of the Melrose community, or a strong desire to build these connections
- Ability to innovate and lead efforts within a mission-driven organization
- Skilled relationship-builder and spokesperson, able to engage a range of partners and donors as well as community members and program participants
- Ability to manage 1-2 seasonal interns to assist with organizations fundraising and donor communication efforts.
- Bachelor's degree required

If you have a passion for charitable giving and helping the students at Melrose High School- as well as a desire to work with an amazing board- please apply. This is a pilot 15-20-hour a week position for 2021, with the intention of assessing it as a permanent role for 2022.

Melrose residents strongly encouraged to apply!