



Position Announcement

Administrative Assistant – EVSC Foundation

The EVSC Foundation is seeking an enthusiastic and organized Administrative Assistant. The EVSC Foundation directly supports the fundraising efforts of the Evansville Vanderburgh School Corporation and the vision of Superintendent. The Administrative Assistant reports to the EVSC Foundation President and helps accomplish key operational and administrative tasks that help us support educators, students and schools.

Over its 10 year plus existence, the EVSC Foundation has grown to become one of the most highly respected Foundations in the community. Raising over \$1,000,000 a year for the EVSC, our mission is to enhance educational opportunities through the development of individual and community partnerships that leverage financial resources to support extraordinary learning experiences and success for all students.

Responsibilities include:

- Managing daily administrative tasks (e.g., answering and following up on phone calls, scheduling meetings, gathering mail, ordering of materials and supplies, supporting donor cultivation and stewardship).
- Processing gifts and invoices, develop donor tax receipts, check requests, disbursement letters, among others.
- Maintaining donor database, preparing reports as needed, and helping with fundraising record-keeping and related follow up (campaign donors and contributors, pledges, recurring donor follow up, etc.).
- Assisting with donor and volunteer cultivation and stewardship activities; supporting fundraising campaigns and events as needed.
- Supporting administrative tasks for EVSC Foundation programs (Hangers, Teacher Locker, Summer Musical, Educator Grants, etc.) and assisting with funding distribution to EVSC programs and schools.
- Other duties as assigned.

Required Qualifications:

- High school diploma or equivalent; previous administrative experience preferred.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Ability to develop and maintain trusting relationships with diverse groups of people; strong collaboration skills.

To apply, please send cover letter, resume, and references to info@evscfoundation.org by May 1, 2023.

To learn more about this position, contact us at info@evscfoundation.org or call 812-435-0913.