

In partnership with the community and Lincoln County School District #2, the LCSD2 Education Foundation advances present and future learning experiences for all students by providing resources, learning opportunities, and experiences for future success through our “Core Four” programs (1000 Books Before Kindergarten, Friday Food Bags, North Lincoln County Early Childhood Coalition, and Scholarship drive).

LCSD2 Education Foundation just celebrated its 20th anniversary during the 2020-21 school year, and has gained much momentum and opportunities for growth in areas outside the “Core Four” programs. Be a part of our journey as we continue to make a difference in the education of our LCSD#2 students.

We are seeking a part time (15-20 hrs/week), organized, dynamic, and energetic foundation administrator . This role will be critical in running the day-to-day administrative tasks of the “Core Four” Programs, with an additional expectation of seeking out and researching outside funding sources to promote student success and learning in other areas. This individual will work closely with Lincoln County School District personnel, community supporters and the LCSD2 Education Foundation board on a regular basis both to maintain and grow the LCSD2 Education Foundation. To be successful in this role, you will need to be self motivated, willing to take on whatever comes your way, organized, exceptionally strong skills working with spreadsheets, accuracy, computer proficiency, effective written communication, financial background, and ability to communicate and effectively advocate on behalf of the foundation both with school district personnel and the public.

What you'll do:

- “Core Four” program coordination at every level
- Customer and invoice data entry
- Receipt and student scholarship processing
- Financial reconciliation and depositing
- Foundation reporting at both state and community levels
- Grant writing and reporting
- Creation and delivery of presentations
- LCSD2 Education Foundation Board meeting and event coordination
- Donation reporting
- Position is growing and evolving with additional responsibilities to be determined

What you'll bring:

- Detail oriented with exceptional organizational skills.
- Strong skills with spreadsheets, accuracy, and overall computer know-how.
- Ability to work well with others.
- Comfortable with data entry; understands the importance of data integrity in reporting.
- Assertive and proactive; positive attitude; always willing to learn.
- Strong written and verbal communication skills; ability to interact with numerous individuals throughout the community.

What you can expect from us:

- Competitive pay.
- Opportunities to help students succeed.
- Opportunities to grow the foundation to new levels.

At the LCSD2 Education Foundation, we believe in investing in our students' future by promoting a successful tomorrow. Come and be a part of our team.

Please submit your resume and short cover letter to lcsd2ef@lcsd2.org no later than Thursday, September 23, 2021.