



## Office Administrator– Full Time

### Position Summary

The Office Administrator is a key member of the SAISD Foundation team, ensuring the smooth operation of day-to-day activities and providing essential accounts payable and accounts receivable support to the Finance Manager. This role keeps the office organized and running efficiently and supports projects that advance the Foundation's vision to ensure all students and teachers in SAISD thrive. The ideal candidate is detail-oriented, dependable, a team player, and committed to supporting a mission-driven team.

### Essential Functions / Key Responsibilities

#### Administrative & Office Operations

- Manage daily office operations to maintain an efficient, organized, and welcoming environment.
- Order and maintain office supplies, materials, and equipment, as well as supply closets and shared spaces.
- Answer and route incoming phone calls and manage Foundation's voicemail.
- Welcome and assist visitors, donors, and partners.
- Monitor, respond to, and route messages in the Foundation's general email inbox.
- Prepare, print, mail, or email donor tax acknowledgements, including event receipting.
- Maintain digital and physical filing systems, ensuring documents are organized and easily accessible.
- Purchase gift cards and tickets for the event, and manage distribution
- Manage equipment, contracts, and subscriptions.
- Support team conference registration and travel logistics.
- Provide direct administrative support to the Executive Director, including scheduling, meeting preparation, and correspondence.
- Assist all team members with administrative tasks, office needs, and project coordination.
- Work with vendors and online shopping to obtain quotes and manage orders via Amazon/DonorsChoose





### Finance Support

- Process, code, and pay invoices accurately and on time via QuickBooks.
- Create, code, email, and track invoices for event sponsorships via QuickBooks.
- Support donor stewardship efforts by preparing materials, organizing mailing lists, and assisting with follow-up tasks.
- Draft basic communication pieces or forms as needed and collect signatures or approvals.
- Code and prepare physical bank deposits, and manage its drop off at the bank.
- Data entry in QuickBooks for monthly and annual donations.
- Recording of all credit card receipts in QuickBooks.

### Project & Meeting Coordination

- Coordinate logistics and communication for meetings on-site and meetings of the Board of Directors
- Reserving meeting and event spaces
- Provide administrative support for Foundation projects and events, including volunteer days, school site visits, and donor gatherings.
- Schedule educator grant visits with principals and district staff
- Coordinate Teacher Shopping Days and track receipts

### Communication & External Relations

- Serve as a professional and friendly point of contact for SAISD partners, donors, vendors, and community members.
- Help maintain a positive and mission-driven atmosphere that reflects the values of the SAISD Foundation.

### Minimum Requirements

- Minimum of an Associate's degree required.
- Minimum of 2 years of experience in office administration and basic bookkeeping roles.
- Working in an office setting as a team player.
- Reliable transportation and a valid driver's license are required.





## Knowledge, Skills, & Abilities

- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and G Suite (Google Sheets) and QuickBooks.
- Strong work ethic with the ability to maintain a high degree of professionalism and confidentiality.
- Ability to establish and maintain positive working relationships with others, both internal and external, to achieve the goals of the organization.
- Previous administrative, office management, or operations experience required; nonprofit experience preferred.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Possesses excellent written and verbal communication skills with the ability to relate to donors, staff, and the general public.
- Ability to thrive in a fast-paced environment.

## Working Conditions

### Work Environment:

- Full-time, onsite position during standard business hours in shared workspace. Office hours are Monday through Friday, 8:30 AM to 4:30 PM, with occasional weekend/evening events.
- Requires regular use of office equipment and comfortable working in a collaborative team setting.
- Ability to lift 35lbs.

### Additional Requirements:

- Satisfactory outcome of a fingerprinting background check. The applicant pays a non-refundable fee (approximately \$50.00).

## Supervisory Responsibilities / Direct Reports

This role reports to the Finance & Programs Manager.





### Terms & Compensation

This is a full-time, salaried position starting at \$45,000 based on experience. Regular working hours are 40 hours a week. This is an 11 to 12-month position with a robust vacation package aligned to a school calendar. Work is based in the SAISD Foundation offices. This position is eligible for benefits, including 3% IRA contribution.

### Application

To apply, please submit a resume and two references to Mary Flannigan, SAISD Foundation Finance & Programs Manager, at [mflannigan1@saisd.net](mailto:mflannigan1@saisd.net). Please include "Office Administrator" in the subject line.

