

Program and Event Coordinator - AEF

Job Description



Job Title:	Program and Event Coordinator - AEF	FLSA:	Non-Exempt
Reports to:	Director of Aldine Education Foundation	Pay Grade:	Clerical/Para 8
Dept./School:	Donaldson Administration Building	Calendar Days:	226
		Revised:	5.6.2024

Primary Purpose

Coordinate Foundation programs including scholarship program, teacher grants, campus/district grants, Foundation Scholars, and recognition programs. Assist with fundraising efforts, Foundation events, Aldine Education Foundation (AEF) board meetings. Provide general administrative support.

Qualifications

Education/Certification:

- High School Diploma or GED required, college degree preferred

Special Knowledge/Skills:

- Proficient in Microsoft Office (Word, PowerPoint, Excel) and email
- Proficient in use of social media platforms (Facebook, Instagram, Twitter, LinkedIn)
- Proficiency in QuickBooks preferred
- Exceptional teamwork, customer service, time management, and problem-solving skills
- Effective organizational, communication, interpersonal, and listening skills
- Exhibits a positive attitude, perseverance, and motivation
- Able to work under tight timelines
- Is motivated, a self-starter, doesn't fear change, and is committed to the success of the students in Aldine ISD

Experience:

- Minimum two (2) years' experience in journalism, public relations, communications, or a related field
- Previous bookkeeping experience and public school experience preferred

Major Responsibilities and Duties

Administrative Support

1. Provide administrative support to the AEF Director for daily business operations, communication with donors, prospective donors, and AEF board members.
2. Coordinate the scholarship program, teacher grants, campus/district grants, foundation scholars, and recognition programs for student and teacher excellence under supervision of the AEF Director.
3. Track data of all AEF programs including numbers, monies, and impact.
4. Maintain AEF program records, compile and submit mid-year and final grant reports for presentation to the Board in a timely fashion, providing grant recipient advanced notifications and reminders.

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5. Review grants and scholarship application materials including program guidelines and evaluation forms.
6. Assist with input and distribution of AEF grant application evaluation and data.
7. Monitor delivery of funded grant projects and schedule site visits.
8. Assist with Educators or the Year award arrangements, including solicitations and preparations.
9. Assist with delivery of Foundation Scholars certificates, awards, and gifts.

Fundraising

10. Participate in development of annual fundraising plan for operations and program needs.
11. Assist with and track fundraising efforts and campaigns (employee-giving program, Your Dollar Makes a Difference (YDMAD), #GivingTuesday, Year End giving, alumni solicitations, etc.)
12. Seek in-kind donations as requested for AEF program enhancements, marketing efforts, and AISD support.
13. Monitor and provide donor stewardship through phone calls, cards, and letters and assist with overall transparency and accountability to donors. Update donor/TY/receipt letters for donations received.
14. Develop donor communication for updates on programs and activities.

Events

15. Assist in planning and delivery of all activities and events associated with YDMAD/employee giving, grant review committees, golf tournament fundraiser, Prize Posse grants delivery celebration, Aldine ISD Educators of the Year breakfast, scholarship review committees, and scholarship events.
16. Work with Director to prepare for monthly board and committee meetings.
17. Assist with arrangements and set up board and committee meetings and/or virtual call-in information.

Marketing

18. Work with Director to develop/implement marketing strategies and social media outreach for AEF programs, promotions, and fundraising campaigns.
19. Review the AEF website regularly and update website as needed.

Other

20. Deliver AEF presentations at Aldine ISD events and campus/community meetings.
21. Represent the Foundation in a positive and professional manner across the community.
22. Perform other duties as assigned by the Director of the AEF.

Evaluation

The evaluation of the Program and Event Coordinator is a responsibility resting with the Director of Employee Quality. An evaluation shall be completed in writing at least once during the course of each school year.

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Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.