



**PARTNERS IN EDUCATION
FOUNDATION**
R o u n d R o c k I S D

Office Operations and Communications Manager

Company Description

The Round Rock ISD Partners in Education Foundation is a private 501c3 nonprofit organization founded in 1985 to support and enhance the quality of education in Round Rock Independent School District. Our mission to develop and allocate resources to the Round Rock Independent School District to enrich, enhance, and maximize the quality of education for all students through programs, grants, school supplies, scholarships, supporting students in need, and many more initiatives. The Foundation works with local businesses, civic organizations, and community leaders to provide resources for educational projects beyond traditional funding. It aims to recognize staff excellence, facilitate student achievement, and promote community involvement in education.

Role Description

The Manager will be responsible for overseeing communication strategies, managing administrative tasks, providing customer service, and handling office operations on a daily basis.

Job Summary

This is a full-time on-site role for an Office Operations and Communications Manager at Round Rock ISD Partners in Education Foundation in Austin, TX. The Manager will be responsible for coordinating and serving as support for program and fundraising efforts including all administrative tasks associated with fundraising efforts.

Office Operations: answering phones, collection of mail, trash removal, storage room organization, collection of receipts (credit cards), ordering of products for office, maintain filing, correspondence (emailing financials and thank you letters).

Financial Responsibilities and Tasks: (including but not limited to) creating invoices, printing checks, date entry/deposits, running reports utilizing QuickBooks.

Tasks with Direction of Executive Director: preparation of information packets for Board meetings, and taking of minutes during all meeting.

Events: assist in all fundraising efforts in an administrative or as needed capacity, requires individual to perform work activities within a flexible schedule including some weekends and evenings during the week based on special events, responsible for registration of all guests at all major fundraising events including Golf and Gala.

Experience & Qualifications

- Minimum of 5 years administrative and secretarial experience.
- Strong communication and Customer Service skills.
- Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint, Google documents and Google forms.
- Experience with QuickBooks, record keeping, mail merges, filing, and other administrative tasks.
- Strong organizational and time management abilities.
- Knowledge of education or non-profit sector is a plus.
- Bachelor's degree in Business Administration or related field preferred.

Skills & Abilities

- Attention to detail and problem-solving skills
- Ability to manage multiple priorities, strong organizational skills in planning and problem-solving.

- Must be able to thrive with redirection of priorities, delays, or unexpected events and work in an environment with ever changing duties.
- Ability to perform tasks with minimal direction and supervision.
- Maintains confidentiality, has strong integrity, and high understanding of work ethics.
- Strong verbal and written communication skills.
- Must be able to take and act on direction from Executive Director and work in a collaborative environment.
- Able to prioritize and plan work activities.

Essential Functions & Physical Requirements

Depending on work assignment, may require ordinary ambulatory skills sufficient to visit other locations; or the ability to stand, walk and manipulate (lift, carry, move) light to medium weights up to 30 pounds. Overall mobility is essential including sitting or standing for long periods of time during fundraising events (School Supplies event, Golf Tournament and Gala).

Work Conditions

Work is performed within office, campus and outside locations when deemed necessary for special events. Job requires some lifting, carrying and loading of boxes/equipment for special events up to 30lbs. Job includes approximately (5) evening and weekend work days throughout the year and based on 226 calendar days reflective of the Round Rock ISD Administrative Calendar. Flex time for these days is provided.

Salary & Benefits

Based on experience and qualifications. Retirement match up to 3% Simple IRA, Monthly Health Benefits stipend, Personal Time off time 7 days and 5 sick days provided; additional weeks off over holidays and summer Fridays off.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

Job Type: Full-time

Pay: \$42,000.00 - \$52,000.00 per year

Benefits: 401(k) matching, Paid time off, Retirement plan

Schedule

8 hour work day, Monday to Friday