

Position: Administrative and Relations Coordinator

Status: Part-Time (25 hours a week, flexible schedule)

Salary: \$40,000

Location: Greater Philadelphia Area. This position offers remote work with some required in-office work.

To apply, please submit the following:

1. Cover letter
2. Resume
3. Responses, in writing, to the following two application questions:
 - a. *The mission of the Collaborative is centered on raising need-based scholarship funds for qualified students to attend Quaker schools. Explain how the mission of the Collaborative resonates with you and detail your knowledge and experience with the Quaker school system.*
 - b. *Tell us about your familiarity and understanding of the PA EITC program*

Submit all application materials to: admin@thefriendscollaborative.org

Overview:

The Administrative and Relations Coordinator is part of a small and dedicated mission-driven team at The Friends Collaborative (TFC) - a non-profit association of Pennsylvania Quaker schools, providing need-based scholarships through the Pennsylvania Educational Improvement Tax Credit (EITC) program. TFC, which operates under the sponsorship of The Friends Council on Education, supports and works with multiple Quaker and partner schools to increase accessibility and affordability for families in Pennsylvania.

The Coordinator is key in managing the intersection of tax credit programs, donor relations, school partners, and operational compliance and efficiency. Their primary responsibility will be optimizing and strengthening core operational and procedural workflows, and facilitating communication across diverse stakeholders including schools, donors, board members and partners. The role requires strong organization and management of system efficiency, as well as skillful navigation of complex dynamics. Transactional work, program documentation and compliance, and data management and tracking (including donor EITC contributions, school designations of funds, and scholarship allocations) are staples of the position.

The Coordinator is expected to operate in a manner consistent with Quaker values and the mission of The Collaborative.

Responsibilities:

As the Administrative and Relations Coordinator, you will be working closely with the Executive Director, COO, and Major Gifts Officer to complete the following tasks. While you will assume sole responsibility and take the lead for some, for others you will serve as a supporting role. Your exact responsibility in each role will be determined on a task-by-task basis, likely to evolve over time, and will include, but not be limited to, the following:

Program Operations & Administration

- Manage and maintain TFC's EITC process workflows
- Accurately enter data and optimize tracking spreadsheets with attention to detail
- Assemble and submit time-sensitive EITC and SPE applications, reports, and tax documents
- Maintain and implement basic financial related tasks, including those that utilize QuickBooks
- Contribute to ongoing enhancements of systems, workflows, and program effectiveness
- Complete tasks and projects assigned by the Executive Director

Donor Operations & Engagement

- Update and accurately maintain detailed donor records in proprietary database
- Support donation process with oversight of assigned areas
- Communicate reports to member and partner schools, including donor status updates
- Support new and existing donor participants, and assist with donor follow-ups
- Collaborate to build and distribute relevant marketing materials pertaining to TFC's EITC program
- Lead coordination of TFC info sessions and other program-related events, including logistics, participant communications, and post-event follow-up
- Actively manage and update website

Board & Committee Support

- Support clear, timely communication with donors, board members, committee members, and member and partner schools
- Maintain targeted communication lists for internal and external stakeholders
- Coordinate logistics and materials for Board and committee meetings, including minutes
- Support onboarding procedures for new board members, partner schools, and committee members

Skills & Qualifications:**Required:**

- Proficiency using Microsoft Office Suite and Google Workspace, especially Excel and Google Sheets
- Experience navigating databases and willingness to learn how to operate a custom-built database management system
- Exceptional organizational, multitasking, and time-management skills; ability to work independently
- Strong written and verbal communication skills
- High attention to detail
- Experience with QuickBooks
- Strong analytical and problem-solving skills
- High degree of professionalism and integrity in handling sensitive and confidential information

Preferred:

- Familiarity with Pennsylvania EITC/OSTC program
- Experience with Quaker Education
- Experience with PandaDoc

Guided by our Quaker values and the knowledge that we are strengthened by the rich diversity of our community, The Collaborative is dedicated to promoting diversity, equity and inclusion and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Anyone requiring accommodations in order to fill out the application or to participate in the application process should notify Alex Hansen at admin@thefriendscollaborative.org.