ADMINISTRATIVE AND PROGRAMS ASSISTANT

ABOUT US

The Fund for Public Schools (The Fund) is a 501(c)(3) that has consistently and rigorously dedicated itself to supporting New York City’s public schools since 1982. The Fund has secured unprecedented investment from foundations, businesses, and individuals, raising more than $532 million for the city’s 1,800 public schools and 1.1 million students.

As a partner to the NYC Department of Education (NYC DOE), The Fund supports some of the most innovative programs in 3K-12 education at the largest school district in the country. Private funding raised through and managed by The Fund enables the NYC DOE to pilot innovative projects; accelerate promising, outcome-driven initiatives for improving student achievement; and respond strategically to emerging needs across the school system.

The NYC DOE’s privately supported initiatives managed by The Fund span a robust portfolio of education programs, from those that focus on district-level policy and system-wide infrastructure to those that focus on teaching and learning at the classroom level. Importantly, Fund staff liaise between NYC DOE leadership and private funders so that the NYC DOE can focus on implementing its programs, while private donors have a one-stop point of contact to learn about the City’s educational priorities and how private funding can best support them.

ABOUT THE ROLE

The Administrative and Programs Assistant provides overall administrative and programmatic support across the Fund for Public Schools’ senior Management and programmatic Portfolio teams, which includes supporting The Fund’s Chief Executive Officer. The Administrative and Programs Assistant will report to the Chief Executive Officer, but will also report to a senior member of the management team, with regard to select projects and activities.

PRIMARY RESPONSIBILITIES

- Provide administrative support to the Chief Executive Officer and members of the management team, including scheduling meetings, conference calls, maintaining calendars, arranging travel, managing correspondence, and processing corporate card expenditures.
- Interface with the general public by answering and forwarding emails from The Fund’s general email inbox, answering the general telephone line and routing calls appropriately or taking messages.
- Update Raiser’s Edge donor database on a regular basis to ensure entries are up-to-date.
- Under the guidance of the Management team, liaise with and perform administrative support duties for Portfolio team members, who are overseeing The Fund’s grants, to ensure invoices are properly generated, sent or received, paid, and appropriately tracked to avoid delays in processing.
- Provide support for minor administrative or operational tasks, as assigned by the Chief Executive Officer or Management team.
CANDIDATE PROFILE AND EXPERIENCE PREREQUISITES

- Bachelor’s degree
- At least 2-5 years of work experience
- Extraordinary organizational skills and attention to detail
- Strong critical thinking skills
- Ability to manage multiple projects concurrently and independently; has an appetite for volume and complexity
- Exceptional judgment and ability to operate with discretion
- Strong written and interpersonal communication skills
- Thrives in a fast-paced and results-oriented environment
- Ideal candidates enjoy completing behind-the-scenes tasks efficiently, reliably and accurately
- Proficiency in Microsoft Suite applications (Outlook, Word, Excel, Power Point)
- Familiarity with Raiser’s Edge database a plus

TO APPLY

Please send a cover letter, resume, and writing sample to careers@fundforpublicschools.org, with the subject line “Administrative and Programs Assistant.”

BENEFITS AND SALARY

Competitive salary. Comprehensive and competitive benefit package, including 5% contribution to 403(b) retirement plan. Collaborative and professional work environment with an emphasis on work-life balance.

AN EQUAL OPPORTUNITY EMPLOYER

The Fund for Public Schools provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity and/or expression, housing status, marital status, employment status, military or veteran status in accordance with applicable federal, state or local laws.