



Virginia Foundation for LD Students

## **Foundation Coordinator**

The Virginia Foundation for LD Students seeks an energetic and visionary leader who is committed to serving the needs of children and families working through the challenges of learning disabilities. The Foundation Coordinator is responsible for supporting the foundation's operational and administrative duties as well as facilitating communication between the VFLDS Board of Directors and participating schools. The Foundation Coordinator is the lynch pin, serving all key constituents on a day-to-day basis, while at the same time expanding the overall footprint of the organization across the Commonwealth. This position requires excellent communication skills, strong organizational skills, and the ability to prioritize and multi-task. Knowledge of basic principles of accounting and technology are essential to success in this position.

This position reports to: Foundation President (primary) and Treasurer.

Work Hours: 15-30 hours per week depending on workflow

Compensation: \$25 - \$30 per hour, depending on experience

### **Administrative Duties**

- Provide support to the Board of Directors by recording meeting minutes, maintaining the Board calendar, coordinating reminders and providing requested reports
- Serve as the Foundation's main point of contact to the schools receiving scholarship funds
- Manage donor tax credit applications through the Neighborhood Assistance Program (NAP) for Chesapeake Bay Academy in accordance with the guidelines set by the Virginia Department of Education (VDOE)
- Manage donor tax credit applications through the Education Improvement Scholarships Tax Credit Program (EISTCP) for multiple schools in accordance with the guidelines set by the VDOE
- Keep abreast of legislative developments related to NAP, EISTCP and other tax credit programs
- Process donations of stock through the Foundation's broker
- Generate acknowledgement letters for donors and gift confirmation receipts for the respective school of which the donor is supporting and the Foundation Treasurer.
- Create and manage donor and student database
- Maintain VFLDS webpage, update content and information regarding the Foundation's activities
- Manage office inventory including office supplies, postage, software licensing, etc.

### **Fiduciary Responsibilities**

- Maintain accurate accounting records by documenting transaction details in a timely manner
- Record online donations, cash and checks received
- Ensure that all accounts are reconciled monthly
- Prepare financial reports as needed for Foundation Board meetings

### **Qualifications**

- Bachelor's Degree preferred
- General knowledge of basic principles of accounting, fundraising and gift solicitation
- Proficient in Microsoft 365 and capable of self-guiding through cloud-based programs
- Ability to work independently, organize personal tasks, and stay motivated
- Comfortable engaging in conversations with individuals from various backgrounds and lifestyles
- Adaptable to changing situations and expectations
- Demonstrates initiative, optimism, and a high degree of professionalism

Applications will be accepted through August 15. Interested parties should provide a resume, cover letter and salary requirements electronically to [president@vflds.org](mailto:president@vflds.org).