



## About the Foundation

The Shaker Schools Foundation is an independent nonprofit organization dedicated to enriching the educational experience of every student in the Shaker Heights City School District. Through philanthropic support, community partnerships, and alumni engagement, the Foundation invests in innovative programs, student opportunities, educator excellence, and initiatives that strengthen the connection between schools and community.

The Foundation works collaboratively with district leadership, donors, alumni, families, and community partners to advance opportunities that help students thrive both inside and outside the classroom. Visit our website: <https://shakerschoolsfoundation.org/> for more information.

## Manager, Foundation Operations & Finance

**Status:** Part-Time (typically 24 hours/wk preferably over 4 days with occasional evening hours required to support Foundation events and/or meetings. Hourly range of \$30-\$36/hour is based on experience.

**Reports to:** Executive Director

### Position Overview:

The Manager of Operations & Finance is the "internal engine" of the Foundation. This role is responsible for the integrity of our financial systems, the accuracy of our donor database, and the efficiency of our internal processes. Ideal for a candidate with strong nonprofit accounting and data management skills.

### Key Responsibilities:

- In-House Accounting: Manage all daily financial operations in QuickBooks Online, including accounts payable, bank reconciliations, and processing allocations/transfers from 150+ permanent and temporary funds.
- Audit & Compliance: Serve as the primary liaison with the contracted audit firm, coordinate the annual audit process and Form 990 preparation; ensure seamless reconciliation between the donor database (DonorPerfect) and accounting software (Quickbooks Online).
- Database Administration: Serve as the primary administrator for DonorPerfect; manage data integrity, global updates, and pull financial/ROI reports to drive decision-making.
- Budgeting: Draft the annual operating budget and provide regular budget-to-actual reports to the ED and Board.
- Supervision: Directly supervise the Part-Time Development Associate to ensure accurate gift processing and "gift-to-bank" reconciliation.

**Qualifications:**

- Financial: Degree in Accounting or Finance preferred; 3+ years of nonprofit fund accounting experience.
- Technical: Advanced proficiency in QuickBooks Online and CRM database management (DonorPerfect preferred). Also Excel and Word
- Experience working for a nonprofit organization.
- Skills: Exceptional attention to detail and a love for "clean" data and systems.
- Ability to understand and carry out both oral and written directions without continuous supervision.
- Ability to troubleshoot and quickly identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve problems identified and develop procedures as needed.
- Must be able to organize, carry out work tasks, and meet designated time requirements.
- Must have high integrity and be detail-oriented.
- Ability to work independently or as a team member.

**Working Conditions:**

- Primarily works in an open office environment, with frequent interruptions.

**Physical Demands:**

- Must be able to work in a high-paced, dynamic environment.
- Must be able to interact at times with individuals who have different points of view.

**Environmental/Environmental Demands:**

- Regularly spend hours sitting and using office equipment and computers.
- Regularly spend hours in intense concentration reviewing and entering financial information into a computer.
- Must be able to attend occasional events in the evening or weekends

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**TO APPLY:**

Please submit a cover letter and resume to Holly McCormick at [mccormick\\_h@shaker.org](mailto:mccormick_h@shaker.org). Applications will be reviewed on a rolling basis until the position is filled.