

Director of Administration

Shepherds, Inc., Bridgeport, CT

Full-time

Shepherds (shepherdsmentors.org), a 23 year old non-profit whose mission is to close the educational opportunity gap for underserved high school students in Connecticut, is seeking a motivated, energetic, and highly organized person to perform a critical role in our small and thriving organization.

Reporting to the Executive Director (ED), the **Director of Administration** is responsible for much of the operational success of Shepherds. The person fulfilling this role will be responsible for ensuring essential financial tasks and administrative tasks are performed with a high degree of accuracy, be able to communicate in a clear and efficient manner, and works with a spirit of cooperation and collegiality with other members of our team, our vendors, and most importantly, Shepherds, student, mentors and donors.

What is Shepherds?

Shepherds' motto is, "*Changing Lives... One Student at a Time.*" Shepherds provides three key services to achieve its' mission: tuition support for academically qualified and ambitious young people to attend a non-public high school in their local community, college prep and career programming, and an adult mentor for four years.

As of September 2021, there are 61 Shepherds students in the program, 41 in Bridgeport and 20 in West Haven. We work with two partner schools, one in Bridgeport and the other in West Haven. Our offices are in Bridgeport, however this position has flexibility to work offsite one-two days a week as agreed with Executive Director.

Specific Responsibilities

Administrative:

- Manage existing database (Little Green Light/LGL) containing historical, demographic and financial data on all donor, student, family, mentors, vendor relationships
- Maintain technology administration for online accounts, users access, applications and billing • Coordinate operations for office: purchase supplies, filing, mail, etc.
- Function as staff liaison to the Board of Directors by attending Board meetings, writing minutes, providing reports and updates as needed.

Finance:

- Receipt and processing of mail from local post office (presently in Darien, CT) • Deposit checks and online donations as they come into the organization
- Update database with donor commitment goals, donations, issue acknowledgement letters • Prepare and manage annual invoicing to financial sponsors, donors, etc. Track and report payments.
- Liaison with ED and external bookkeeper to process invoices and maintain files • Prepare reports as requested by ED, Board
- Support record requests for annual audit

Programming:

- Coordinate the recruitment, background checks, training of volunteer mentors • Support school liaisons in organizing online and in-person student-mentor events • Run programs and events, including invitations, logistics, training materials, etc. • Maintain calendar for the organization
- Function as liaison to vendors, volunteers and other internal and external stakeholders

Development and Fund-Raising:

- Support grant-writing process as needed
- Coordinate with Development and Communications colleagues for appeal production and distribution
- Play a critical admin role in upcoming 25th Anniversary event planned for fall 2023

Communications:

- Work with staff to create and disseminate:
 - monthly electronic newsletter.
 - online and print marketing materials,
 - Annual Report, other materials as required
- Coordinate with Communications staff for updates of website as needed • Create and disseminate invitations, holiday cards, etc.

Qualifications

The successful candidate will partner with the ED and work collaboratively with a small staff. Specific requirements include:

- Minimum of a Bachelor's degree; graduate degree or experience helpful • At least three years of experience in non-profit or commercial administrative positions • Proficient in using technology, especially databases, online media platforms, and Microsoft Office applications
- Strong organization skills managing multiple tasks with differing timelines • Excellent verbal and written communication skills with exceptional attention to details • Familiarity with basic finance principles
- Personal qualities of integrity, credibility, and a commitment to and passion for Shepherds' mission

Compensation

The role pays \$50-60,000, which is a competitive salary for a small non-profit in Connecticut. 35 hours a week with seasonal weekend (Saturdays mornings) work required for beginning and ending of school year and occasional evening events during the school year. No benefits are provided. Three week's vacation time and personal days as worked out with Executive Director.

Inquiries can be directed to: Dan McAuliffe, Executive Director,
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