

Minneapolis South High Foundation

Position: Operations Manager

Reports to: President, Board of Directors, South High Foundation

Type: Part-time (15-20 hours/week) Monday-Thursday, renewable annually. On-site at Minneapolis South High School, remote as needed.

Compensation: \$28 - \$34/hour

The South High Foundation, governed by alumni and community volunteers, has served the staff and students at South High since 1983. They have distributed more than \$1M in post-secondary education scholarships to date as well as supported numerous academic and extracurricular programs. For the latest information and background, go to [South High Foundation latest news](#).

The Operations Manager works with the board president and committee chairs to manage the day-to-day operations of the foundation including accounting, grants management and communications.

Primary responsibilities:

Accounting and Finance

Process donations and payments using QuickBooks and donor database (Civi).

Prepare and review monthly financial reports and coordinate the annual audit and 990.

Prepare monthly financial summary and analysis of financial information for treasurer and president

Reconcile checking accounts and PayPal on a monthly basis.

Grants Administration

Coordinate the internal grants program, working with teachers and administrators.

Support volunteer led programs (i.e., Scholarship Committee, Communications Committee, etc.)

Support the preparation and administration of external grants (scholarships and emergency funds).

Communications

Prepare financial information for annual reports and provide information as requested for newsletters.

Assist in framing donation appeal letters, editing, and tracking.

Coordinate preparation and mailing of newsletters and other mailings with direct mail providers.

Attend board meetings, take and distribute minutes and maintain records.

Qualifications:

An associate degree and at least three years using accounting software (preferably QuickBooks) and donor database software. Five years' experience working with a nonprofit or foundation. Experience using MS Word and Excel.

The Operations Manager will be interested in building relationships with educators, students, alumni and community volunteers. This person must be well-organized, able to work independently, have highly effective written and verbal communication skills, and be able to follow the directions of the board. *You can help make a difference in the lives of South HS Students and Teachers!*

Tina Pfau Gonzales, Pfau Gonzales Associates, has been retained to conduct the search. Please send email detailing your interest and a resume or LinkedIn profile link to tina@pfaugonzales.com by May 5th. Questions? Please call 612-801-1952.