



Operations and Development Coordinator (Part-Time)

About the Foundation

The LAUSD Education Foundation partners with Los Angeles Unified School District to expand opportunities for students across one of the largest school districts in the nation. We connect donors, community partners, and schools to fund programs that make a real difference – from arts education to college readiness. Learn more at lausedfoundation.org.

About the Role

The LAUSD Education Foundation is seeking a highly organized, detail-oriented, and proactive **Operations and Development Coordinator (Part-Time)** to serve as a critical pillar of our daily activities. Reporting directly to the Executive Director, you will ensure the Foundation's internal engines run smoothly—from managing high-priority schedules to maintaining the integrity of our donor data.

This is a versatile, foundational role ideal for a professional who finds satisfaction in "the details" and understands that seamless administration is the backbone of community impact. This role is for you if you are the type of person who anticipates needs before they arise, thrives on creating order out of complexity, and takes pride in being the go-to resource for the team.

What You'll Do

Executive & Administrative Support

- Proactively manage the Executive Director's schedule, including coordinating internal meetings, external partner calls, and site visits.
- Monitor general inquiries and help prioritize communications.
- Prepare agendas, take minutes during board or staff meetings, and track follow-up action items.

Development & Donor Operations

- Research and add prospective donors to the CRM
- Record and accurately code incoming donations
- Help prepare donor acknowledgment letters and routine development correspondence

Office & Project Operations

- Manage office supplies and serve as the point of contact for district orders and vendors
- Maintain the organization's cloud-based filing system (Google Drive/Dropbox) to ensure easy access to vital documents.
- Support the planning and logistics for Foundation events and special projects.

What We're Looking For

- 1-3 years of administrative, operations, or executive support experience preferred
- Proficiency in Google Workspace, CRM, and relevant management software
- Strong written and verbal communication skills, ability to be discreet
- Organized, proactive, and comfortable managing competing priorities
- Ability to work independently, manage multiple priorities, and meet deadlines
- Passion for education and non-profit work a plus

Compensation & Details

- \$25 - \$32 per hour, depending on experience
- 20 hours per week, non exempt
- Remote with occasional in person meetings
- Paid sick and safe leave
- Professional development opportunities

We know strong candidates don't always check every box. If you're excited about this role and believe you have what it takes to lead and grow with us, we encourage you to apply.

To Apply: Please email your resume and cover letter to info@lausdedfoundation.org by Friday, May 29th.

LAUSD Education Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by law