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Business Success Manager

About Us

The West Contra Costa Public Education Fund (Ed Fund) seeks a Business Success Manager to join our team. The Ed Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Over the years, the Ed Fund has provided \$3M in teacher grants, \$1.5M in student scholarships, and has been at the forefront of collective impact efforts. Now is an exciting time for the Ed Fund as we strengthen partnerships with WCCUSD, fiscal projects, and philanthropic partners.

The Opportunity

The Ed Fund supports a robust community of partners through our fiscal sponsorship program. Over the past 5 years, this program has grown from \$400,000 to over \$4 million, with 40-50 fiscally sponsored projects each year. The Ed Fund is adding a new position, the Business Success Manager, to support the Senior Director of Partnerships to support and grow these partners, along with supporting core Ed Fund initiatives, including summer programming. The role is primarily responsible for providing exceptional customer service and support to our fiscal projects through the contracting process, onboarding, invoicing, capacity building, program evaluation, and data management. This position supports Ed Fund operations and assists staff with programs, such as grants, events, and coordination of partner meetings and community convenings. The Business Success Manager also provides capacity, administrative, and systems support to the overall organization. The ideal candidate is a professional who is committed to equity in education, is service-oriented, takes initiative, maintains high standards in all their work, can manage multiple tasks simultaneously, has a flexible work style and a sense of humor.

Essential Duties and Responsibilities

Fiscal Projects 30%

- Provide exceptional support in the areas of finance, data collection, contracting, and insurance
- Support the Ed Fund's \$4.5M fiscal sponsorship program, by assisting projects, partners, and West Contra Costa Unified School District (WCCUSD)
- Support the Senior Director of Strategic Partnerships by providing capacity building for fiscal projects in program development and evaluation, outreach, budgeting, marketing, communications, data management, etc.
- Update documents for fiscal projects, ensure they are available, up to date, and being utilized by all projects
- Oversee the creation and distribution of a fiscal projects/WCCUSD-facing newsletter
- Recruitment, support, and onboarding of new fiscal projects and annual renewals

Hiring organization

EdFund West

Employment Type

Full-time

Beginning of employment

April 1, 2025

Job Location

Richmond, CA

Base Salary

\$ 58,000 - \$ 70,000

Date posted

March 10, 2025

- Research grant opportunities and provide application/reporting support for fiscal projects
- Proactively anticipate needs and identify opportunities to improve organizational systems, space, and processes related to fiscal projects and take leadership to make those improvements

Community Relationships 25%

- Support collaboration among the organization and its fiscal projects, organizational partners, other community-based organizations, and funders to tackle common goals and challenges, encourage dialogue, build trust, and align resources
- Support the planning and execution of Ed Fund programming and events, including summer programs, annual fundraisers, Teaching Excellence Awards, community convenings, and co-sponsored events
- Provide support with Ed Fund Community Giving programs (grants, scholarships, etc.)

Operations 20%

- Assistance with fiscal projects, community relationships, operations, programs, and other duties as needed to help ensure organizational goals are met
- Ensure the security of electronic data and documents by following established protocols
- Execute onboarding and documentation tracking protocols
- Support the Ed Fund's annual insurance renewals for fiscal projects and work with the Director of Operations to secure certificates for all fiscal projects

Finance 15%

- Serve as a liaison for fiscal projects and the finance team
- Oversee invoicing, time card management, and onboarding for all fiscal projects. Track payments to vendors as needed.

Other duties and responsibilities 10%

- Advises Director of Operations of any issues affecting orderly and efficient administrative operations related to fiscal projects, contractors, and partners
- Proactively anticipate needs and identify opportunities to improve organizational systems, space, and processes and take leadership to make those improvements
- Other duties as assigned

Desired Competencies and Qualifications

- A bachelor's degree and a minimum of 5-7 years in a lead administrative role or a related position
- Demonstrated success in building and implementing processes and systems for an organization
- Data management and analysis experience
- Computer skills, including Google Workspace
- Experience with a vendor payment system
- Experience with a CRM
- JotForm, Google Forms, or similar experience
- Experience or desire to learn about best practices for strong data security

- Strong and rigorous attention to details and highly organized
- Strong ability to work independently and drive projects forward with limited day-to-day management
- Strong oral and written communication skills
- Knowledge and passion for issues in education
- Commitment to or experience working in West Contra Costa County

Compensation and Benefits

The salary range for this position is \$58,000 – \$70,000 plus a generous benefits package including:

- 100% Medical for employee and family
- Dental and vision
- 5% retirement match and generous paid vacation policy
- 32 hour work week

Contact

If interested in applying for the position, please forward your resume and cover letter to Executive Director, Robert Bunce, at Robert@edfundwest.org.