

# The Wizard's Wardrobe

20 Rensselaer Street  
Albany, NY 12202

**Available Position:** Operations and Fund Development Manager

**Reports to:** Board of Directors (BOD) through the President

**Job Type:** Full-time, Regular, Exempt

**Hours of Operation:** General business hours M-Fri, with select nights and weekends required

**About Us:** The Wizard's Wardrobe is a unique, one-on-one after-school tutoring program of South End Neighborhood Tutors, a not-for-profit organization located in Albany, NY. We start with 1<sup>st</sup> and 2<sup>nd</sup> graders and work with them throughout their elementary school years. Reading, writing, and problem-solving skills are stressed, along with non-cognitive skills that will hold them in good stead throughout life—such as grit, determination, risk-taking, and creative thinking, among others.

**Our Vision:** Through literacy, every child will be poised to reach their full potential.

**Our Mission:** Connecting elementary school children with caring and dedicated tutors, our one-on-one tutoring program enhances literacy, fosters creativity, and supplements classroom learning in the South End of Albany.

## Position Description by Functional Area:

### **Organizational Infrastructure**

- Develop and maintain proper operational systems including policies and procedures related to the effective and efficient daily functioning and management of the organization.
- Purchase all needed materials and supplies for general operations keeping within the annual budget.
- Assist the Board Treasurer in developing annual revenue and expense budgets. Maintain good communications with the Treasurer and promptly advise of any potential or actual variances.
- Report to the BOD at their regular meeting on infrastructure, fund development, needed resources, and any challenges.
- Have a working knowledge of client relations software including the ability to navigate the system, make queries, and use the data to support decision-making.
- Serve as the primary point of contact for facilities, office equipment, and IT, and refer issues to support person or service provider.

### **Fund Development**

- Partner and provide support for the Development Committee, which shares responsibility for securing the necessary financial resources to maintain and grow the organization and its program(s).
- Serve as the organization's primary grant researcher, writer, submitter, and post-award manager.
- In conjunction with the Development Committee, plan and execute an annual operating fund campaign using direct mail, email, and social media.
- Plan and participate in donor stewardship.

### **Community Outreach/Marketing**

- Plan and implement community outreach events.
- Serve as the public face of the organization in the community.
- Build alliances and partnerships with community organizations and businesses.
- Create content and manage social media presence.

**Volunteer Recruitment and Coordination**

- Assess organization-wide volunteer needs.
- Support Program Director in tutor recruitment.
- Develop volunteer recruitment and Wizard's Wardrobe orientation process.

**Other**

- Function as the primary point of contact for donors, grantors, the general public, and community partners.
- Provide general support to the Program Director.
- Serve as lead problem solver and triage issues that arise.
- Duties as assigned by your direct supervisor.

**Professional Qualifications:**

We are seeking a professional with two to three years of experience, ideally in a not-for-profit setting.

**Required:**

- Passion for the mission is a must.
- Strong organizational and relationship-building skills.
- Ability to manage and prioritize multiple projects simultaneously while meeting deadlines.
- Fund Development experience.
- Experience with grants (research, writing, and management).
- Good storytelling skills via writing and public speaking.
- Marketing, social media, and community outreach experience.
- Comfortable with and a curiosity for standard office technology, software, and systems.

**Desired:**

- Associate's/Bachelor's Degree preferred or equivalent work experience in a related field.
- Innovative and creative thinking a major plus.

**Compensation:**

- Annual compensation commensurate with experience.
- Health Insurance stipend.
- A generous package of compensated time off.

**Working Conditions:**

- Work generally takes place in an office setting with the opportunity to work remotely at times.
- Must be able to travel to community events.
- Must be able to sit at a desk and computer keyboard for moderate periods of time.

**Note:**

The Wizard's Wardrobe is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To Apply: Send cover letter, resume, and three references to: Eric Fagans, President at ([edfagans@mac.com](mailto:edfagans@mac.com)) Review of applications will begin immediately and the position will remain open until the end of February or until filled.