



Fund & Booster Program Manager Position Description

Reports to: Executive Director

POSITION DESCRIPTION: The **Fund & Booster Program Manager** is responsible for all aspects of finance and booster programs management for the non-profit foundation.

RESPONSIBILITIES include:

- Process and determine allocation of all bank deposits, including all credit card transactions.
- Identify portion of donation allocation for tax purposes (Fair market value portion, if applicable) and communicate activity to donor database manager for input to database (Donor Perfect).
- Perform processing and payment of accounts payable for all funds.
- Preparation invoices/pledges receivable upon request.
- Calculate and book all necessary accounting monthly, quarterly, and annual journal entries.
- Manage external matching programs including maintaining account profile, confirming receipt of donations and follow up on receipt of confirmed funds.
- Determine administrative fees on donations, camps/clinics and other revenue streams as prescribed in the foundation bylaws.
- Preparation of monthly reports (including special requests) for all funds including monitoring of adequacy of funds prior to expenditure.
- Perform variance analysis, account and bank reconciliations to aid in effective fund management.
- Perform quarterly reconciliation for all endowment accounts and record year-end gain or loss as required.
- Collaborate with Executive Director on all aspects of external audit including gathering documents required to perform preliminary and final audit fieldwork. Liaise with external auditor on all requests related to tax return preparation.
- Perform analysis and adjustments to insure financial results conform to GAAP principles.
- Preparation and distribution of 1099's to outside contractors.
- Preparation of all related tax filings when requested by Executive Director.
- Support the Executive Director as required with special projects and attend Foundation events.
- Facilitate communication and coordination of fund activities among parent liaisons, staff and admin personnel.



Torrey Pines High School FOUNDATION

- Coordinate with all liaisons to receive annual budget information to achieve budget reflective of each individual fund's intentions.
- Manage fund balances and keep checks and balances on all fund budgets.
- Create and/or update policies in Liaison Handbook on annual basis with Executive Director.
- Create and/or update all online camps clinics and tournaments forms when requested by Liaisons.
- Work with website and graphic designer to create marketing materials and eBlast campaigns for booster team fundraising activities.
- Collaborate and communicate ongoing with Liaisons on fundraising strategies.
- Attend and help at booster fundraisers to support liaisons fundraising and accounting needs.
- Meet and strategize with community vendors on an ongoing basis to establish sponsorship opportunities for fundraising purposes.
- Book facilities through school facilities staff for booster use for out of season booster fundraising activities on campus.
- Request insurance from Insurance broker for out of season booster fundraising activities on campus.
- Attend all ABB meetings and speak on the Foundation's behalf.

REQUIRED SKILLS:

- Must be proficient in QuickBooks
- Must be proficient in Excel and MS Word
- Familiarity with donor database program, Donor Perfect, preferred.
- Familiarity with email marketing program, Constant Contact, preferred.
- Excellent organizational skills
- Excellent communication skills
- Finance and nonprofit accounting background preferred

REQUIREMENTS:

- Full time weekdays

COMPENSATION:

- Salaried – DOE \$40,000 - \$47,000
- 8% health stipend, or full health insurance when company acquires it
- Paid holidays and PTO per employee handbook