

YIPPEE COORDINATOR

PT Hybrid Employee: 20-25 hours per week

BURTON D. MORGAN FOUNDATION

Burton D. Morgan Foundation is a private foundation based in Northeast Ohio dedicated to advancing the principles of free enterprise and entrepreneurship. Established in 1967 by the visionary entrepreneur and philanthropist Burt Morgan, the Foundation's mission is to strengthen free enterprise by investing in people and entities that embody the entrepreneurial spirit. Through a combination of innovative programs, purposeful partnerships, and strategic grantmaking, the Foundation nurtures entrepreneurs of diverse ages and stages.

YIPPEE EXCHANGE - THE GO-TO MARKET FOR ALL THINGS IN K-12 ENTREPRENEURSHIP EDUCATION

YIPPEE Exchange turns traditional grantmaking processes upside down by providing a marketplace built on the fundamentals that power real-world markets. Rather than grantmaking entities deciding who gets dollars, the platform is designed to share decision-making power within the market. All parties involved get a say in what resources reach students:

- Educators choose the products that work best for them;
- Providers decide where and how they want to offer products and resources; and
- Sponsors decide how they will direct their support.

When all three align, a match is made by the system and the educator gets free, skill-building resources for their classroom.

YIPPEE EXCHANGE POSITION

The YIPPEE Coordinator will be a detail-oriented, highly organized individual who supports all aspects of the team's daily functioning, including project management, marketing, customer service, payment processing, sponsorship support, and administrative tasks. He/she/they will develop systems to streamline our processes and will look for ways to continually improve the daily functioning of the team.

RESPONSIBILITIES

Team Support

- Set and organize team meetings, both internal and with external partners (i.e., providers, ambassador, etc.)
- Coordinate meeting agendas; take team meeting notes
- Update project list with current status' and assigned tasks
- Keep files and data organized and maintained
- Update YIPPEE 101
- Coordinate the signing of contracts

Marketing & Event Support

- Keep event calendar maintained and team on track with meeting event deadlines
- Submit project requests for marketing work and ensure forward momentum
- Coordinate email campaign distribution and organize email lists
- Order promotional products, maintain inventory, and distribute as needed
- Staff events, as needed

Customer Service

- Respond to all user messages that come through Intercom system
- Support users in onboarding and navigating the system, as needed
- Troubleshoot user issues with site; work with tech team on any system glitches or needed enhancements
- Understand and communicate YIPPEE rules, policies, and procedures
- Assist in group registration uploads, including database needs and communicating with the group about the process
- Support verification process, when developed

Funding & Payments

- Coordinate with fundraiser and fiscal sponsor to set up funds in the system
- Coordinate provider payments with fiscal sponsor
- Provide payment reports and assist in reconciliation process
- Support the annual campaign and other administrative tasks for securing sponsorships

Other

- Specific project management, as needed
- Other tasks, as assigned

SKILLS & QUALIFICATIONS

- Demonstrated track record in supporting a team environment and managing multiple responsibilities
- Strong interpersonal skills, including the ability to communicate complex information
- The ability to create and implement systems and processes
- Ability to work independently and advance projects with minimal supervision
- Ability to handle complex and confidential information with discretion
- Competency using a variety of computer software programs
- Customer service experience, a plus
- Understanding of marketing, a plus

COMPENSATION AND WORK ENVIRONMENT

\$22-26 per hour depending on experience. Coordinator will be expected to work in the office two days per week and can work from home for additional hours, as needed, up to 25 hours per week.

Benefits include paid holidays and vacation, 401K match, life insurance, and short-term and long-term disability insurance, as eligible.

Reports to Director of Youth Entrepreneurship Education.

Burton D. Morgan Foundation is an equal opportunity employer.

HIRING PROCESS AND TIMELINE

Applicants should apply via email to admin@bdmorganfdn.org using the subject line "YIPPEE Coordinator." Please include your name and contact information on any attachments. Application packages should include: (1) a brief letter of introduction sharing who you are and why you are interested in this role; and (2) a resume, including a description of relevant and concrete work you have done that would support your success on the team.

Applications are due on November 1, 2023. The position would ideally start in January 2023.