

Educate Fairfax, Finance & Gift Administration Specialist

Fairfax County, Virginia | Part-Time | Non-Exempt

About Educate Fairfax

Educate Fairfax is the official 501(c)(3) nonprofit education foundation supporting Fairfax County Public Schools (FCPS). Through partnerships with individuals, corporations, foundations, and community organizations, Educate Fairfax mobilizes private support to expand opportunities, remove barriers to learning, and strengthen student success.

Position Overview

Educate Fairfax seeks a highly organized, detail-oriented, and mission-driven **Finance & Gift Administration Specialist** to support financial administration, gift processing, donor stewardship systems, grants and scholarship administration, and audit preparation activities. Reporting to the Executive Director, this position plays a critical role in maintaining the accuracy, integrity, and compliance of the organization's financial and donor records while ensuring that gifts, scholarships, grants, endowments, and restricted funds are administered in accordance with donor intent, organizational policies, and nonprofit best practices.

The **Finance & Gift Administration Specialist** serves as the primary staff member for gift administration, CRM management, donor acknowledgments, financial recordkeeping, scholarship and grant disbursements, and audit coordination. The ideal candidate thrives in a collaborative nonprofit environment and is committed to operational excellence, accountability, and strong donor stewardship.

Key Responsibilities

- Process and record charitable gifts, including online donations, checks, ACH payments, grants, sponsorships, donor-advised fund contributions, stock gifts, and in-kind donations.
- Manage and maintain accurate donor, gift, pledge, fund, scholarship, and constituent records within donor management and financial systems.
- Ensure proper gift coding, donor restrictions, fund designation, supporting documentation, and compliance with donor intent.
- Oversee donor acknowledgments, tax receipts, stewardship documentation, and related donor communications to ensure accuracy, timeliness, and compliance with applicable regulations.
- Administer tracking of endowed funds, stock gifts, planned gifts, scholarships, grants, and other philanthropic transactions.
- Assist with account reconciliations, QuickBooks Online administration, financial record maintenance, and routine financial reporting.
- Coordinate invoices, payments, vendor documentation, disbursements, and related administrative financial processes.
- Track expenditures and funding utilization across scholarships, grants, donor-funded initiatives, and organizational programs, and prepare related reports.
- Support annual audit preparation by organizing financial records, schedules, supporting documentation, and serving as a liaison with external service providers.
- Collaborate with Development, Programs, Marketing, internal (FCPS), and external partners to maintain accurate financial, donor, and program records while supporting organizational accountability and operational excellence.
- Perform additional duties as assigned.

Qualifications & Skills

- 3–5 years of experience in nonprofit finance, accounting, gift administration, donor services, operations, or a related field.
- Experience with gift processing, financial recordkeeping, donor databases, audits, grants, scholarships, or restricted funds preferred.
- Working knowledge of nonprofit accounting principles, gift administration, and donor stewardship.
- Proficiency with CRM systems (e.g., Neon CRM, Bloomerang), QuickBooks Online, Microsoft Excel, and financial reporting tools.
- Strong organizational, analytical, and communication skills with exceptional attention to detail and accuracy.
- Ability to manage multiple priorities, maintain confidentiality, and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills with a collaborative and proactive approach.
- Commitment to donor stewardship, operational excellence, and organizational accountability.

Compensation & Benefits

Salary Range: \$38,000–\$42,000 annually (20 hours/week) commensurate with experience.

Benefits: Competitive benefits package, including paid holidays (pro-rated), professional development, flexible hybrid work, and a mission-driven culture focused on educational excellence.

To Apply: Submit a resume and cover letter to: jobs@educatefairfax.org by **July 5, 2026**. Applications will be reviewed on a rolling basis.

Equal Opportunity Employer: Educate Fairfax is committed to building an inclusive workplace and welcomes applicants from diverse backgrounds and experiences.