



Pinellas Education Foundation

Job Title: Take Stock in Children Mentor Manager

Department: Programs

Reports To: Director of Take Stock in Children

Salary Status: Exempt

About us: The Pinellas Education Foundation is dedicated to accelerating achievement for all students through the effective mobilization of resources, relationships and innovation. The Foundation has been in existence for 34 years and regularly achieves national recognition as a leading education foundation in the country. Some of our signature programs include Enterprise Village and Finance Park and Take Stock in Children, which are all initiatives that got their start in Pinellas County Schools and expanded through partnerships to statewide and international impact. Pivotal to our success is our commitment to equity, collaboration, and innovation. It is through the combination of a commitment to our vision and mission, an effective board, strong staff, and key community partners that the Foundation continues to thrive and maintain high levels of success.

Job Description: This is a full time position responsible for providing support to the Director of the Take Stock in Children Program with a primary focus on mentor recruitment, management, and retention as well as database management and reporting.

Responsibilities:

- Understand and utilize the Raiser's Edge database and the STAR database as pertains to the TSIC records.
- Track key performance indicators in the areas of mentor recruitment, application processing, screening, training, and matching on a timely basis, evaluating performance against targets, and communicating the results to the local program's Take Stock in Children leadership council and to the Take Stock in Children state office.
- Analyze statistical information on mentors, students, stakeholders and prepare presentations/reports.
- Assist new school liaisons so they understand the mentor tracking process for TSIC.
- Assist schools with matching mentors with students when needed, and ensure that all new students are matched with mentors within 30 days of their contract signing.
- Collaborate with local Take Stock in Children college success coaches and school ambassadors/liaisons to monitor and support mentor/mentee relationship.
- Achieve Take Stock in Children's countywide mentor recruitment objectives.
- Build and nurture relationships with organizations having a significant population of potential mentors.
- Conduct mentor training workshops throughout Pinellas County.
- Ensure that all mentors promptly participate in a comprehensive mentor training program that defines their roles and responsibilities; describes guidelines and regulations; and provides tools, materials, and suggested activities.
- Conduct on-going communication with all mentors through e-mails, mailings, phone calls, surveys, newsletters, flyers, etc.

- Assist in the organization and production of mentor appreciation, recognition, and training activities and events.
- Assist in the organization and coordination, and production of TSIC/PEF events.
- Assist in all areas of the TSIC program as needed.
- Perform other duties as assigned by the Take Stock in Children Program Director.

Educational/Experience: Post-secondary degree preferred. Previous experience working with volunteer management and database management in an educational setting preferred.

Skills: Strong interpersonal, organizational, and writing skills. Proficient in Microsoft Office software (Word, Excel, Access, Power Point), Windows, and Raiser's Edge. Courteous, professional, customer-friendly manner with callers/visitors. Accuracy in data entry and mail merges. Multi-tasking.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notices.