

The Little Bit Foundation

Open Positions Summaries 6/14/24

Sr. Manager of Donor Relations	This role is responsible for developing and implementing stewardship strategies to ensure donors feel valued and informed about the impact of their contributions. This role will foster a culture of philanthropy by bolstering relationships with high-level and high-potential individuals, corporate, and foundation donors. *Bachelor's degree preferred.
Grants Manager	This role is responsible for working with the compliance department to draft and create grants. This role will help ensure regulation compliance, consult with the grantor, and evaluate the performance of assigned programs and projects. *Bachelor's degree preferred.
Communications & Outreach Manager	This role is responsible for managing communications, updating social media, including the company website, and building internal and external relationships with the organization's constituencies. *Bachelor's degree preferred.
Sr. Family Support Manager	This role is responsible for managing the delivery of behavioral health services, providing guidance and supervision to Family Support staff as well as ensuring the consistency of standards/service delivery within the TLBF service model. *Bachelor's degree preferred.
College & Career Readiness Coordinator	This role is responsible for ensuring students have access to a robust set of experiences that prepare them for the greatest outcomes in college, careers, and life. *Bachelor's degree preferred.
Program Activities & Events Coordinator	The coordinator will work directly with the Sr. Director of Events and Activities to plan and execute four annual fundraising events, as well as donor events and school events. This position will also assist and support the development department in the achievement of its overall goals and objectives.
Warehouse Coordinator	This role is responsible for on-site assistance with the intake, organization, and distribution of materials in the warehouse.
PT Health & Nutrition Coordinator or Intern	The coordinator will assist the Health and Nutrition Managers with all the Little Bit health and nutrition programs. The coordinator will also support the department with any ad hoc tasks required to achieve the department's goals.

Program Coordinator	This role is responsible for the on-site management of days of service for Little Bit programs at their assigned schools. These days of service include boutique days, literacy programs, and health and wellness programs. The Program Coordinator is responsible for supporting the program Manager and Program Director with day-to-day program needs.
*Office Manager	This role is responsible for overseeing the daily operations of the office and its various departments, which includes greeting visitors, managing office supplies, and supporting staff with administrative tasks.