

Administrative Manager

Job Overview

The Administrative Manager has overall responsibility for the day-to-day administration of the organization. This includes such responsibilities as; overseeing the daily financial operations of the organization including bookkeeping and accounting; providing key operations support of programming and outreaches; overseeing the donor database and fulfilling administrative support for fundraising initiatives; managing information technologies and their deployment; providing communications and support through the “front desk” role; and, assisting all other staff with any other administrative tasks or projects as necessary.

Primary Responsibilities

1. **Finances** - bookkeeping, (cause to perform) appropriate tax filing, accounts payable and receivable, payroll, and report generation.
2. **Administration** - Write policies, procedures, and other documentation in coordination with the Executive Director and Program Manager. Provide administrative support to programming as necessary.
3. **Donor Development** - Manage donor database, fulfill donor appreciation initiatives, assist with fundraising efforts, oversee direct mail and email campaigns.
4. **Technology** - Provide IT support for computer lab and office computers, manage software and associated users for programs and email, oversee cloud storage system.
5. **Front Desk / Hub** - Fulfill the primary communication and information role of being the “front desk” for the organization. Knowledgeability about the current programming and other operational details will be key to success in the role.
6. **Communications** - Coordinate communications to supporters, work with other staff to develop marketing strategies for programs and new initiatives, upkeep the website through WYSIWYG editor, design graphics, etc.

Additional Duties

- Attend and participate in regularly assigned staff and project meetings as necessary.

Qualifications

- Demonstrates high character in line with the Core Values.
- Familiarity with nonprofit and/or business administration.
- Proficiency or experience with professional software:
 - Document processing (Word, Excel, Powerpoint, Google Drive, etc.)
 - Email
 - Slack
 - Salesforce, or similar CMS
- Familiarity, or willingness to learn, light graphic design tools such as:
 - Canva or Adobe Spark
 - Adobe softwares - Photoshop, Illustrator, InDesign
- High attention to detail, punctual.
- Clear and efficient communication.
- Healthy people skills.
- Teachability and willingness to learn.
- Initiative.
- Team Player.
- Flexible.
- Optional:
 - Experience or knowledge of business budgeting and financial analysis.