



JOB ANNOUNCEMENT

Position: Office Manager
Reports to: Executive Director
Type: Non-Exempt, Regular
Schedule: .7 FTE (approx. 28 hours per week)
Hourly rate: \$23 - \$25/hour
Benefits: Vacation, sick, holidays, and professional development training and support
Location: Renton, WA

Job Purpose: Serve as the Foundation's administrative and program support person. Responsible for performing various administrative tasks, organizing and overseeing systems, program support, performing customer service, problem-solving and trouble-shooting administrative solutions, and supporting the internal flow of information.

Primary Duties and Responsibilities

Office Management, Support and Project Management

- Oversee office materials and systems: organize and manage files; maintain documents, make recommendations for streamlining systems for efficiency.
- Assist with marketing and communications for special events and programs, including doing e-newsletters, and website updates.
- Maintain a functional, safe, clean and efficient office environment. Proactively identify needs for improvement and make recommendations to Executive Director (ED) as needed.
- Support the ED with practical and strategic services including meeting preparation, logistics, updating materials and information, light cleaning, budgeting for and ordering supplies, correspondence, and other related administrative tasks.
- Be the point person for insurance, office vendors, computer needs, etc.
- Write checks, process invoices and communicate needed financial and donor information to bookkeeper.
- Assist with event planning and coordination as needed.
- Identify efficiencies and best practices in project management.
- Proactively ensure that we are compliant in legal requirements and have filed necessary paperwork on time.
- Communicate with building manager as needed.
- Retrieve mail from PO Box.

Community and Customer Relations

- Welcome and respond to guests who call, visit or email, and foster a culture of hospitality.
- Answer all donor, grantee, Board, staff, vendor and community communication/correspondence with great care to provide accurate, thoughtful and timely responses.
- Develop a detailed knowledge of Community Foundation & community partners.
- Be an ambassador for our work.

Finance

- Process gifts, enter in information management system; prepare bank deposit.
- Prepare gift acknowledgements and organize thank you notes for board members to do. Communicate revenue to bookkeeper.
- Transfer monthly fundholder information onto Box.com.
- Create and analyze gift reports for committees, board and staff.

- Reconcile bank statements.
- Perform or act as backup for other Finance functions, including accounts payable, fund revenue allocation, administrative fee processing and payroll.
- Assist in preparing documentation for annual on-site audit.

Technical Duties

Assume direct responsibility for all information and database systems and services including maintenance, backup and recovery procedures. Optimize use of its functionalities to support and develop foundation strategic goals.

- Proactively develop procedures and training to assure the accuracy and quality of information (data integrity), including regular data maintenance, such as de-duping, correcting data entry, ensuring format consistency, timely data synchronizing, back-up and troubleshooting data issues.
- Coordinate with technical support of staff and vendors regarding systems and office equipment, including:
 - Liaison with IT provider
 - Workstations, printers, and phone system
 - Software, including Windows, Microsoft Office 365 Products, and Adobe products
 - Management information system; work with team towards solutions and consistent processes

Community and Board Liaison

- Provide board member support and coordination for meetings and events including taking detailed minutes at board and other related meetings.
- Compile and track a variety of statistical information for staff, funders, community, and the Board.
- Stay up-to-date on local nonprofit community resources, opportunities and contacts.

Program Support

- Assist with First Financial NW Foundation and Next Curve grant application process, including developing and publishing the online application.
- Have extensive knowledge of policies and procedures relating to new fund set up, gift and bequest processing.
- Assist with annual Scholarship process: ensuring accurate information is on Washboard.org at the start of the year; update our online application; respond to inquiries; support the committee.

Skills and Experience

While we do not expect a strong candidate to bring all the following skills to the table, the more of these skills and experience you can demonstrate, the stronger your application will be:

- Office management/strong administrative experience
- A minimum of two years' experience in an operations role
- High proficiency with Microsoft Office and Adobe products; experience with QuickBooks a plus
- Experience in non-profits/philanthropy and/or finance
- Experience with customer relations management systems
- Basic understanding of website and Facebook design elements and function, and other social media platforms
- Experience with Constant Contact and/or MailChimp a plus
- Strong writing skills

Qualifications

We appreciate there are many paths to this opportunity. To excel in this position, you must be:

- Able to build relationships and comfortable starting conversations (Trusted relationships are the core of our work.).
- Able to demonstrate sophisticated project management skills and the ability to juggle multiple tasks and responsibilities with ease, forethought, and accuracy.
- Adept at organizing and planning to create a highly productive and efficient office.

- Able to engage with a variety of people: interacts respectfully and effectively with people of all races, ethnicities, cultures and socio-economic backgrounds; has an awareness of his/her own cultural worldview and its impact on perspective.
- An outstanding communicator, with strong editing and proofreading skills; able to write equally well for digital and print media.
- Able to rapidly incorporate new tools and systems into your working practice.
- A strong strategic thinker able to coordinate multiple projects, sweat the details and manage ambiguity with grace and good humor.
- Clear in setting expectations and flawless with follow-through.
- Curious and confident; you will need to generate and test new ideas and drive through rapid cycles of action, reflection and learning.
- Passionate about our mission and culture, and courageous enough to join us in constructively striving to be a better neighbor and partner.
- Willing to take initiative, anticipate next steps, identify opportunities and potential pitfalls, determine actions to resolve issues using good judgement to keep work moving forward. Provide creative input.
- Highly ethical and honest, applying ethical standards of behavior to daily work activities.
- A strong problem-solver.
- Able to maintain a calm, positive attitude in challenging situations.

Application Process

To apply for this position, please submit your cover letter and resume, to LeAnne Moss, Executive Director at lmoss@rentonfoundation.org. Your application should be emailed; a single PDF file is preferred. This position will be open until filled. Early applications are encouraged. RRCF is an equal opportunity employer.

About Renton Regional Community Foundation

The Renton Regional Community Foundation has been connecting donor generosity with those working to solve our area's most pressing problems since 1999. Currently managing \$12.6 million in assets and home to sixty charitable funds, RRCF continues to actively work toward its mission: to strengthen and expand philanthropy to improve the quality of life in our community.

Our home base is Renton, but we serve a vast region in Washington state, driven by the desires and passions of our fund holders. In 2019 – our 20th anniversary year – we will be embarking on creating a strategic framework that will guide our work for the next few years. Our region is changing rapidly, and we want to be nimble and responsive to the needs of the people who reside here.