



Office Manager Sanctuary One Job Description

Position Title: Office Manager

Reports To: Executive Director

FLSA Status: Non-exempt, Permanent, Part-time

Category: Non-Resident Employee

SUMMARY:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for bookkeeping, administrative procedures, maintaining database and website, assists with development mailings, and inventory control.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Processes invoices on a timely basis.
- Oversee and manage development systems, including the donor database, donation processing and thank yous, and maintaining donor records. Perform complex tasks including running reports, queries, and preparing mailing lists. Manages online and credit card donations.
- Processes check requests, Visa bookkeeping/processing, and deposits.
- Serves as the point of contact for bookkeeper who processes payroll, and assists Executive Director and Treasurer as needed with financial questions.
- Track and monitor grant income and expenditures and report regularly to Executive Director and Treasurer.
- Assist with ensuring office financial objectives are met by helping prepare annual budget for the office, analyzing variances and carrying out necessary corrections that may arise.
- Ensure security, integrity, and confidentiality of data.
- Maintains website in collaboration with Executive Director.
- Helps schedule and post social media in collaboration with Executive Director.
- Track and monitor giftshop inventory.

SECONDARY DUTIES AND RESPONSIBILITIES include the following:

- Perform general administrative tasks such as email, phone, greeting guests, and processing paperwork.
- Assist with managing office budget, ensure accurate and timely reporting.
- Provide information technology support as needed.
- Monitor and maintain office supplies inventory.
- Assist in the onboarding process for new hires.
- Participate actively in the planning and execution of agency events.
- Work as a team player at all levels and supports the staff; excellent interpersonal and customer services skills.
- Attend meetings and participates as requested.
- Maintain competency in all position responsibilities.
- Comply with all safety and work rules, policies and procedures.
- Provide support and serves as back-up to other staff positions as needed.
- Manage contract and price negotiations with farm vendors and service providers.

- Other related duties as assigned.

COMMUNICATION and PROFESSIONALISM:

- Interacts in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One.
- Exhibits a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicates effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors.
- Maintains confidentiality and security.

REQUIRED KNOWLEDGE, SKILL and ABILITY:

- Ability to work in a team environment.
- Computer proficient (databases, Wordpress, Google Suite, data entry, e-mail, Excel, Word, PowerPoint, Internet etc).
- Ability to speak, read, write legibly, follow verbal or written instructions and perform basic math.
- Must be flexible, dependable and responsive.
- Ability to plan, organize and prioritize.
- Ability to collect, maintain and analyze data.
- Must be able to work independently.
- Knowledge of best practices related to information systems and general office duties in a non-profit environment.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- A creative mind with an ability to suggest improvements.
- Proven office management, bookkeeping, administrative, or assistant experience.
- Knowledge of accounting, data and administrative management practices and procedures.

EDUCATION and EXPERIENCE:

- Bachelor Degree in related field or 1 year of on the job training.
- Prior non-profit experience preferred.
- A minimum of 3 years computer experience.
- Valid driver's license.