



## **JOB DESCRIPTION**

**TITLE:** Office Manager  
**REPORTS TO:** President  
**DATE:** November 2014

### **OVERVIEW OF THE POSITION**

The Office Manager is responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people and responsibilities.

### **General Operations**

- Perform a variety of office management responsibilities including: Answer and maintain phone system, purchase of new and/or upgraded equipment, records retention, maintaining business relationships with vendors, the purchase and maintenance of office supplies, handling mail processes, bulk mail operations and mail supplies.
- Provide administrative support in a timely and accurate manner, information management, office correspondence, reports, meeting materials, maintaining paper and electronic filing systems, coordinating and managing meeting and conference room logistics, as well as the supervision of office volunteers.
- Receive and greet RAF customers with a demonstrated commitment to quality and excellence in service.
- Assist with organization special events and other activities.
- Coordinate schedules, appointments and bookings
- Maintain Foundation office filing system, scanning important documents and maintaining original signed documents in a paper file. This includes donor documents, invoices, orders and general Foundation and Board business.
- Managing reception services to ensure professionalism and customer focused communications both internally and externally.
- Managing the maintenance and alteration of office areas including kitchen, as well as layout, arrangement and housekeeping of office facilities.
- Manage and maintain multiple Foundation mailing lists.
- Maintain corporate documents such as by-laws, Articles of Incorporation, policies, and procedures.
- Create, edit, and merge Microsoft Office documents. Exhibit willingness to both trouble-shoot software problems and learn more sophisticated software applications as necessary.
- Monitor President's as well as the staff's calendar and ensure that the President has appropriate information.

### **Database and Financial Management**

- Coordinate with contracted accounting firm to ensure prompt and accurate payment of all payables.
- Enter all Foundation funds and other gifts correctly in Raisers Edge, process documentation, corresponding to the donor, and communicating with the Foundation staff.
- Prepare all thank you letters for donors within a 48 hour time frame of gift reception.
- Set up funds on system and document parameters, purpose, etc.,
- Manage wall of recognition and other recognition fixtures: updating records, orders, installation and inventory.
- Maintain and document gift categories and type: appeals, campaigns, deferred gifts, money held by others, etc.
- Generate regular reports on cash, gifts, endowments, funds and campaigns.
- Track pledges and send quarterly pledge reminders.
- Manages and executes the daily financial operations of the organization, including basic bookkeeping duties deposits, making basic entries, depositing checks, collecting receipts, and prepares all organization payables.
- Serves as a liaison to the external accountant in order to ensure proper management of finances and reporting.
- Coordinates the annual audit process with the President and auditors and assists with requests for financial records and information.

### **Board, Committee and Staff Support**

- Schedule meetings for the Foundation's Board and Foundation committees.
- Responsible for sending meeting notices and materials and preparing the minutes for the Executive Committee and the RAF Board of Trustees and its subsidiaries and have them approved by the President and the Board Chair prior to dissemination.
- Coordinate logistics for board and committee meetings. Line up meeting space, order refreshments, set up conference calls, and any necessary equipment.
- Maintain board and committee lists.

### **QUALIFICATIONS**

- Bachelor's degree or equivalent of an associate's degree with at least 3 years administrative experience
- Proven ability to develop mutually supportive and beneficial relationships with donors, volunteers and professional peers.
- Thoroughly experienced and comfortable with technology tools and resources, including but not limited to electronic databases (Raisers Edge)
- Excellent computer skills including Microsoft Word, PowerPoint and Excel
- Minimum of 40+ words per minute
- High level of integrity, confidentiality, strong work ethic and mature judgment
- Professional appearance and manner.
- Attention to detail and high level of accuracy
- Flexibility in schedule to work a minimal number of evenings and/or weekends a year as needed.

### **Ideal Candidates will also possess:**

- Ability to juggle multiple priorities simultaneously and take initiative
- Organizational savvy skill set, outstanding negotiation skills and ability to influence others
- Ability to work with people at all levels; openly engaging, energetic and diplomatic personality
- Have a very high level of personal and professional integrity and trustworthiness
- Sense of humor and ability to remain calm and professional under pressure
- Thrives and enjoys working in a fast-paced and fun environment
- Ability to maintain composure, be flexible, exercise discretion and make sound professional judgment.
- Willingness to "roll-up sleeves" with a positive, can-do attitude
- Other important qualities required; a "can-do" attitude; reasonable and enthusiastic; encourages a team environment; visionary, problem solver and decision maker; high level of accountability and takes responsibility.

### **How to Apply**

Interested candidates – please send a resume and thoughtful cover letter describing your specific qualifications and interest in the position along with the names, email, addresses, and telephone numbers of three professional references including at least one current or past supervisor to:

Rochester Area Foundation  
400 South Broadway, Suite 300  
Rochester, MN 55904  
Email [Max@rochesterarea.org](mailto:Max@rochesterarea.org) (via email pdf document) Preferred

Application will be reviewed as they are received. Applications received before December 1, 2014 will receive full consideration. The position will remain open until we find an ideal candidate. Salary and benefits are competitive. The Rochester Area Foundation is an equal opportunity employer.

Visit [www.rochesterarea.org](http://www.rochesterarea.org) for more details about the Rochester Area Foundation.