

Office Manager Job Description

TITLE: Office Manager

REPORTS TO: Executive Director

JOB LOCATION: On-Site

HOURS OF WORK: 8-4 Mon-Thurs, (Friday's, evenings, and weekends as needed)

SALARY: Exempt

MINIMUM QUALIFICATIONS: Associates degree preferred but not required.

BENEFITS: healthcare, PTO and holiday pay, flexible and family friendly work environment

JOB SCOPE: Responsible for the organization and coordination of office operations, procedures, and resources to facilitate organizational effectiveness and efficiency.

OFFICE OPERATIONS - 30%

- Provide miscellaneous on-going front-office administrative tasks such as file maintenance, answering the telephone, monitoring mail, assisting with correspondence and mailings, greeting guests, and problem-solving
- Maintain various electronic documents and database files and generate reports for the Bartlesville Community Foundation stakeholders
- Ensure office supplies are stocked
- Accurate, efficient, and polite communication with Foundation stakeholders via phone, e-mail, and in-person interaction
- Assist with accounting support tasks as needed

PROGRAM/EVENT MANAGEMENT & MARKETING - 45%

- Assist with the management and monitoring of BCF social media platforms – Facebook and Instagram
- Updating website content as needed
- Coordinate with staff to plan marketing calendar and promote BCF activities
- Ensure BCF press/marketing is completed and distributed as assigned
- Preparing material for grant and scholarship committees, follow up documentation, report tracking, and check requests

BOARD SUPPORT - 10%

- Provide coordination of BCF Board and Executive meetings, including setting up, compiling information and data, coordinating communications and correspondence, and following up on attendance and RSVPs
- Include and upload Board documents on BCF website
- Assist with coordinating annual board retreat and reception

RESOURCE DEVELOPMENT SUPPORT - 15%

- Provide support for BCF events – including but not limited to tracking RSVPs, set up, tear down, stuff and mail invitation, etc.
- Develop and ensure accuracy of mailing lists as they relate to annual appeal, Legacy Gala, and other relevant items
- Assist with donor recognition, including maintaining a mailing list and ensuring accurate data in donor relations software

ABILITIES:

- Strong organizational and communication skills
- Self-starter and team player
- Ability to complete tasks with minimum direct supervision
- Detail oriented
- Ability to work with volunteers, staff, partners, and representatives of the community at large
- Ability to follow established process and procedures while also finding opportunities to increase efficiency
- Proficient in various and appropriate software applications (i.e. Word, Excel, PowerPoint, Blackbaud, Google Suite, Facebook, Instagram, and Canva).
- General bookkeeping knowledge preferred but not required
- Knowledge of Community Foundations preferred but not required