



Office Manager

Title: Office Manager

Direct Supervisor: Director of Grant and Contract Compliance

Program: Emergency Assistance programs

Salary Range: \$24.00 per hour

Position Type: Full Time, Exempt

Job Location: Brighton, Almost Home, Inc. main office

Work Schedule: Monday-Thursday 9:00-6:00 PM, Fridays 9:00- 1:00 PM. flexible schedule.

Summary of Responsibilities:

The Office Manager position works in collaboration with the Director of Grant and Contract Compliance, Development Team and Executive Director to manage day-to-day agency activities and carry out project management for the Executive Team. The Office Manager has responsibilities in four (4) main areas: accounts payable, accounts receivable, development and general business operations.

This position works with the Director of Grant and Contract Compliance and Accountant to collect and monitor grant and contract invoicing to external sources and increase timely reimbursements on grant and contract funds. The Office Manager works closely with the Development Director to support the fundraising and marketing of events and other related activities. The Office Manager works closely with Department Directors and the Executive Director to ensure effective onboarding and administrative process and procedures are implemented for increased agency effectiveness and efficiency.

Specific Responsibilities:

- Collect and compile all grant reporting documents to submit for invoicing in coordination with the Accountant and the Director of Grant and Contract Compliance.
- Input all financial information for Emergency Assistance checks into QuickBooks.
- Complete and submit timely reports to appropriate funding agencies in coordination with the Executive Team and Department Directors.
- Manage overall administrative activities for the office.
- Responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment such as the layout, arrangement, and housekeeping of office facilities; monitoring and/or purchasing of office supplies, gathering, and distributing monthly copier counts, furniture, office equipment etc. for the entire staff. Manage facilities operations in coordination with the City of Brighton.
- Perform administrative work such as typing, filing, sorting, and distributing mail, assisting with the preparation of correspondence for management.



- Oversee and manage financial transactions, including but not limited to, recording income and expenses, and performing bank and donation reconciliations.
- Ensure donations are deposited and recorded weekly in an accurate and timely manner.
- Perform Human Resource functions by conducting new hire onboarding and orientation and administering benefits, including open enrollment.
- Assist with staff recruitment, including participation in the interview process.
- Develop and implement new administrative systems; ensuring procedures are developed, written, and organized in a professional manner.
- Serve as the point of contact with IT provider and monitors the requests/tickets to ensure accuracy and timeliness of completion.
- Regularly manage updates to constituent database and email mailing lists to ensure all contacts are properly moved through development process and coded appropriately. Maintain notes on prospect and donor activities.
- Send welcome letter to new funders and assist with ongoing communication in coordination with the Development Team.
- Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented.
- Assist the Development Team in responding to the requests from the philanthropic community.
- Assist in the implementation of the donor stewardship plan.
- Participate actively in the planning and execution of organization events in coordination with the Development Team.
- Other duties as assigned;

Knowledge and Experience

1. Passion for ending homelessness.
2. Knowledge and respect for diverse cultures/lifestyles, problems of poverty in the community, and familiarity with needs of low-income citizens.
3. The ability to maintain a non-judgmental attitude and a display of unconditional positive regard when working with persons experiencing homelessness.
4. Experience managing an office, providing high-level administrative support, and interest in the nonprofit sector.
5. Excellent organizational skills, strong computer and communication skills, and the ability to work independently, and as a team member.
6. Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service.
7. Must be efficient with strong attention to detail.
8. Must have strong customer support orientation (for internal/external customers), demonstrated professional demeanor, and the ability to maintain confidential information.
9. Must have strong skills in organization and planning, demonstrated ability to work independently and exercise sound judgment and problem solving.



10. Proven ability to manage projects.
11. Ability to prioritize tasks, exercise sound judgment and confidentiality with sensitive information.

Requirements

1. Associates Degree or comparable combination of education/work related experience preferred.
2. Experience with QuickBooks and data management required.
3. Experience in data entry or integrity and proficient knowledge of computer systems and applications required; Must be proficient in the following computer applications-- Microsoft Word, Excel, and Outlook.
4. Demonstrated ability to lead and manage with integrity, respect, and professionalism.
5. Experience working with homeless individuals and families is strongly preferred.
6. Must have own transportation to conduct job related travel.
7. Knowledge and experience with federal, state, and local grants and contracts;

BENEFITS

- Paid Holidays
- Flexible Vacation Policy
- Paid personal and sick time
- Simple IRA Retirement Plan with 3% employer match
- Health, Dental, and Vision Insurance
- Employer Paid Life Insurance (Including Accidental Death & Dismemberment)
- Employer Paid Short Term Disability

Equal Employment Opportunity Statement

Almost Home, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Almost Home, Inc. values diversity. All employment is decided on the basis of qualifications, merit and mission need.

How to Apply

Please email a cover letter and resume to Emma Messett, Director of Grant and Contract Compliance at emma@almosthomeonline.org by the close of business November 5, 2021. Late and incomplete applications will not be accepted.

Due to a high volume of applicants, we will only be able to contact applicants that are being considered for interviews.