



## **Chesapeake Bay Trust Officer Manager**

### **Position Background:**

The Chesapeake Bay Trust seeks an Office Manager for our Annapolis, MD office responsible for ensuring effective and efficient functioning of the office and accomplishment of the Trust's mission by organizing operations and procedures, serving as liaison with key vendors, maintaining filing systems, and other duties.

Established in 1985, the Chesapeake Bay Trust is a non-profit, grant-making institution dedicated to promoting public awareness and participation in the restoration and protection of the natural resources of Maryland and the Chesapeake Bay region. In the past decade, the Trust has increased its grant-making four-fold through new partnerships, with current annual grant-making of approximately \$10-13 million. The Trust currently allocates these grant funds through more than 400 awards per year to entities who apply through open, competitive calls for proposals as well as programs such as the Chesapeake Conservation Corps.

This person will be a key member of a high-energy, interactive, collaborative, team-oriented seventeen-person staff who work diligently to advance the Trust's mission and operate according to the Trust's core values of grantee focus, accountability and transparency, inclusiveness, collaboration, and innovation. This is a full-time salary position (40 hours per week).

### **Primary Responsibilities:**

#### **Vendor/Contract Management:**

- Manage all administration-related contracts and other agreements, serving as the Trust liaison to vendors, ensuring proper service by vendors, and trouble-shooting issues including:
  - Property management vendor
  - Tenant
  - Insurance vendor
  - Information Technology (IT) vendor
- Obtain new vendors/establish new contracts when needed, assisting with policy and process discussions

#### **Office:**

- Maintain and purchase inventory of all office supplies.
- Serve as lead on troubleshooting office-related issues such as printer/copier/scanner service, postage machine, water cooler, telephone system, electric, water/sewer.
- Serve as lead on addressing property issues not included in the property management vendor contract.

- Lead, under managed IT vendor guidance, both routine and troubleshooting tasks that require on-site presence such as back-up tape management, restarting machines/servers, etc.
- Manage key registrations (Trust internet domains, federal System for Award Management (SAM) registration, Grants.gov, Tax Exemption)

Staff:

- Coordinate creation, submission, and retention of bi-weekly timesheets and monthly reimbursement forms.
- Process and arrange professional development activities for all staff.
- File and maintain Trust documents and records in accordance with the Trust's formal records management policy.
- New hire support: advertising positions, point of contact for applicants, scheduling interviews, participating in interview process, coordinating with payroll provider for new hire paperwork.

Meetings:

- Provide support logistics for all onsite meetings and any off site programmatic meetings including tracking RSVPs, greeting guests, set up/break down, catering, etc.
- Manage logistics for four board meeting including organizing and emailing board materials, organizing meeting venues and site visits/tours, and preparing board meeting minutes.

Other duties:

- Provide administrative support for the Executive Director when needed.

**Skills and Qualifications**

- Proficiency in the Microsoft Office suite of programs (especially Word and Excel) required.
- Ability to tackle multiple tasks in a timely and effective manner required.
- Excellent organizational skills and attention to detail required. The right candidate must be exceptionally thorough and detail-orientated.
- Ability to work both independently and in team settings in an office environment required
- Excellent written and oral communication skills required.

**Salary:** \$42,000-\$48,000 with an excellent benefits package including a professional development budget and opportunities for advancement.

**Application Instructions and Deadline:** Applications will begin to be reviewed on December 3<sup>rd</sup> though the position will remain open until filled. Please send a resume and cover letter via email to [hadams@cbtrust.org](mailto:hadams@cbtrust.org) and place "Office Manager 4" in the subject line of the email. Your cover letter is the most important piece of your application: In your cover letter, please address your ability to accomplish the duties of the position as listed above. Please do not simply list your previous experience. **Your cover letter should describe what makes you a strong candidate specifically for this position.**

The Chesapeake Bay Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, gender, sexual orientation, gender identity and expression, national origin, age or disability in accordance with applicable federal, state and local laws.