



Job Opening Announcement

Job Title: Office Manager & Development Assistant

Reports To: Executive Director

Supervises: None

Status: Employee, Full-time, Exempt

Compensation: \$30,000 to \$38,000 annual salary, commensurate with skills and experience. Includes paid vacation and holidays, and a cell phone stipend for use of personal cell phone at their home office. IPC does not currently offer health benefits because our pool of employees interested in health benefits is too small. Should additional employees increase the size of the pool, a health benefits program will be established. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

Organizational Background: Interfaith Partners for the Chesapeake (IPC) ignites the power of faith communities in the Chesapeake Bay region to honor all of Creation by working together to protect and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed so that all our communities, and future generations, may thrive. Since 2013, IPC has engaged roughly 300 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland and south-central Pennsylvania, with plans to expand into DC in the coming years. Visit www.InterfaithChesapeake.org to learn more.

Location: IPC's team operates virtually from home offices, and had been doing so even long before Covid-19. Each team member is expected to perform with highly disciplined independence. IPC has traditional office space in Annapolis, Maryland. The Office Manager & Development Assistant will collect mail from the Annapolis office and the post office box at least one day per week and thus will travel to that region weekly even though employees are not regularly going into the office during Covid-19. During the onboarding and training, the person in this role will meet other staff in-person in the Annapolis office 1-2 days per week. During non-Covid-19 times, the person in this role will report to the Annapolis office two (2) days per week with the remainder of the weekly schedule being conducted remotely. Virtual check-ins will be scheduled with their supervisor at least weekly. A computer and peripherals will be provided to facilitate work-from-home; however, reliable internet at the home office must be provided by the employee.

Roles and Responsibilities: The Office Manager & Development Assistant will assume a variety of critical roles at the organization, will lead an effort to professionalize of our front and back offices, provide executive assistance to the leadership team, and work directly with the Executive Director to expand fundraising and development efforts. Their responsibilities are broken down into three (3) focus areas, as follows:

Office Manager - (50% of the time) Overall management of front and back offices.

1. Triage incoming mail/phone calls and dealing with correspondence and inquiries, or forward along to other staff as appropriate. Monitor the general email box for the organization daily. Deposit checks according to approved procedures. Prepare monthly deposit reports for the bookkeeper.
2. Liaise with the rest of the team regarding needed office supplies or promotional materials and place orders as appropriate. Place orders for computer equipment, printers, update records of equipment/software maintained by staff in their home offices, prepare equipment agreements with staff. Troubleshoot equipment or software issues any of the staff are facing, or arrange for IT support as needed.
3. Coordinate logistics/food/supplies for IPC events or meetings in collaboration.
4. Update IPC's NationBuilder and Airtable databases and maintain integrity of content. Work with program staff to address data retention needs or troubleshoot database issues. Query the database to generate



lists for exporting. Import lists from online registrations, surveys, sign-in sheets from events, and the like. Create filters and tags in coordination with the rest of the team to improve the team's ability to manipulate the data.

5. Update website as needed, enter new content drafted by program staff, set up online events and registration pages, under training as needed to be able to manage the website.
6. Monitor and record database metrics such as number of engaged congregations in specific programs or activities, race and denomination of engaged congregations, email open rates, email click rates, and other metrics that may arise over time.
7. Clerical support such as word processing, spreadsheets, printing, mail merges, mailing correspondence from and to staff.
8. Assist with organizing the cloud storage that the whole team shares, archive outdated files, and troubleshoot storage issues for staff.
9. Onboard new hires and orient them to our operating systems, policies, and procedures.
10. Working with the Executive Director, update and maintain office operating procedures, employee handbook/policies, and ensure all staff are fully oriented to such documents.
11. Organize and help staff stay on top of software renewals, virus protection renewals, website domain registration, subscriptions to operating systems such as the database and website, Zoom subscription, and other office software/subscriptions.
12. Provide executive assistance to the Executive Director and Program Directors including assisting with scheduling meetings and tracking doodle polls, setting up board meetings or board committee meetings, preparing letters or reports, posting jobs and scheduling interviews. Also support the Executive Director in personnel recordkeeping, preparing and maintaining corporate documents, contracting accountants or other service providers, and monitoring IRS filings.

Development Assistant – (25% of the time) Directly assist the Executive Director with fundraising and development efforts.

1. Assist with foundation research and maintaining internal library of foundation information. Assist Executive Director with maintaining communication with potential foundations by tracking when phone calls or letters were issued and keeping the Executive Director on a good schedule of following up in a timely fashion with potential leads.
2. Assist with maintaining major donor database, tracking communications, and reminding the Executive Director when communications are needed. Serve as a sounding board for ideas regarding outreach to major donors. Assist with donor events or campaigns.
3. Assist with fundraising campaigns throughout the year. Work with the Executive Director and other staff as appropriate to create strategies and messages for the campaigns. Prepare email, social media, and website content. Track progress on the campaigns regularly and work with the Executive Director to adaptively manage the campaigns mid-stream. Track donations in the database, prepare and deliver thank you letters, and prepare summary spreadsheet of fundraiser metrics.
4. Annually update Charitable Organization registrations in the states in which IPC is registered, update profile on GuideStar and position IPC for Gold Seal of Transparency.
5. Provide other Development support as needed as IPC's development and fundraising efforts expand over time.

Program Support – (25% of the time) Support program staff as needed.

1. Program support tasks will resemble clerical office support such as database entry and upkeep, entering sign-in sheets, preparing welcome emails to new contacts, preparing letters to congregations, preparing summaries of database metrics as needed for grant reports, etc..



2. Prepare and send out monthly newsletter with staff-provided content. Prepare social media posts with staff-provided content.
3. Technical behind-the-scenes support for Zoom events, including setting up meeting settings, setting up/orchestrating breakout rooms and polls, and live management of Zoom technical aspects during events.
4. Assist with staffing informational tables or assist with in-person events, as needed.

Position Requirements:

- Outgoing and friendly personality with excellent verbal communication skills.
- Loves interacting with people on the phone, video-chat, or in-person.
- Prior experience as an administrative assistant, executive assistant, program assistant, or otherwise able to demonstrate an ability to manage multiple clerical tasks at once.
- Prior experience working with NationBuilder, Salesforce, Church 360, some other CRM database.
- A high school degree is required. College degree is preferred.
- Working vehicle to travel to/from the office, post office, or office supply stores.
- Demonstrated expertise in Microsoft Word, Excel, PowerPoint, Adobe Writer, and the Google Suite.
- A background check will be performed prior to extending an offer.

Ideal Qualifications:

- Positive “can-do” attitude with a willingness to learn new skills and independently troubleshoot problems.
- Demonstrated ability to work independently as well as part of a team.
- Highly organized with excellent attention to detail.
- Able to juggle multiple assignments simultaneously and meet deadlines.
- Strong desire to support IPC’s mission and a genuine respect of different faith traditions, cultural differences, and racial equity.
- Not intimidated by independently solving problems or cold-calling.
- Comfortable with fundraising, asking for donations, and cold-calling businesses.
- Tech-savvy aptitude, highly comfortable with learning new software platforms and operating systems. Extremely comfortable with setting up and managing spreadsheets.
- While not required, preference will be given to candidates with experience with any of the following operating systems: Basecamp (or Asana or Trello), Airtable, Zoom (as a technical facilitator), and/or basic website upkeep experience. Note your familiarity with these programs in your cover letter if applicable.
- Excellent time management skills demonstrated through past positions requiring complex multi-tasking.
- Trustworthy to handle sensitive information with integrity and respect confidentiality.
- Diplomacy for handling executive assistance and office management tasks with tact.
- We feel proximity to the Annapolis office will be important to facilitate quick runs to the office for small things, ramping up to more frequent office visits as Covid-19 restrictions loosen.

How to Apply:

In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented religions and races to apply. Please upload a **cover letter, resume and three (3) references** through our online portal by [clicking here](#) to complete the form and upload your documents. If you are having any trouble with the online submission portal, contact Matt Heim at Matthew@InterfaithChesapeake.org. Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working not later than November 1, 2020.