



Job Description - Office Manager

Title: Office Manager

Location: Annapolis & Remote

Reports to: Executive Director

Supervises: Administrative Assistant

Status: Employee, Full-time, Exempt

Organizational Background: Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, protect, and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Visit www.InterfaithChesapeake.org to learn more.

Location: This is a remote hybrid position. The Office Manager shall report to our offices in Annapolis, Maryland 1-2 days per week. One must climb a half-flight of stairs to enter the office space and there is no elevator. A computer and peripherals will be provided, and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

Roles and Responsibilities: The Office Manager plays an integral role at the organization by keeping the office running smoothly, providing financial management support to the Executive Director, and assisting the Executive Director with human resource management.

Office Management (60%)

1. Serve as the first friendly representative of IPC for all incoming inquiries. Uphold IPC's brand of kindness, professionalism and reliability.
2. Clerical support such as organizing the mail, purchasing office supplies, word processing, spreadsheets, printing, mail merges, mailing correspondence from and to staff.
3. Coordinate logistics and planning for all-staff and/or board meetings and retreats.
4. Liaise with the rest of the team regarding needed office supplies or promotional materials and place orders as appropriate.
5. Zoom production support for organizational events.
6. 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. Import lists from online registrations, surveys, sign-in sheets from events, and the like.
7. Place orders for computer equipment, printers, update records of equipment/software maintained by staff in their home offices. Troubleshoot equipment or software issues for the staff or arrange for IT support as needed. Ensure all equipment is update to date with software renewals and virus protection, maintain website domain registration, and platform subscriptions.
8. Supervise the work of the Administrative Assistant.
9. Executive assistant to the Executive Director as assigned.

Financial Management Support (20%)

1. Process check deposits, credit card reconciliations, assist with financial recordkeeping, ensure office adherence to the Financial Management Procedures.
2. Process employee payroll, expense reimbursements, pay invoices, maintain financial records for the bookkeeper.
3. Prepare financial management spreadsheets as needed for grant reports.



Human Resources Management Support (20%)

1. Working with the Executive Director, update and maintain office operating procedures, employee handbook/policies, and ensure all staff are fully oriented to such documents.
2. Oversee annual renewal of employee medical benefits and support staff during open enrollment.
3. Assist Executive Director and Director of Programs with timely and well-documented annual performance reviews of all employees.
4. Work with the Executive Director to continually improve upon employee policies regarding promotions, raises, benefits, and professional development.
5. Coordinate employee trainings to ensure proficiency with our cloud-based platforms.
6. Onboard new hires and orient them to our operating systems, policies, and procedures.

Position Requirements:

- Highly organized and efficient with attention to detail.
- Positive “can-do” attitude.
- Ability to work independently as well as part of a team.
- Prioritizes multiple responsibilities to meet demands of a high-volume office environment.
- Enthusiastic about interacting positively with the public.
- Displays excellent communication skills, interacting with staff and board using tact, diplomacy, and proper judgment.
- Prior experience in an administrative support role.
- Working vehicle to travel to/from the office, post office, or office supply stores.
- Tech savvy with an aptitude for learning new technology or platforms.

Ideal Qualifications:

- Comfortable with spreadsheets and databases.
- Prior experience working with NationBuilder, Salesforce, Church 360, some other CRM databases.
- Not intimidated by independently solving problems or talking on the phone to problem-solve administrative issues that arise.
- While not required, preference will be given to candidates with experience with any of the following operating systems: Basecamp (or Asana or Trello), Airtable, or Zoom (as a technical facilitator). Note your familiarity with these programs in your cover letter if applicable.

Compensation and Benefits: \$40,000 to \$50,000 annual salary, commensurate with experience. Includes paid vacation and holidays, medical, dental and vision benefits (cost-shared with IPC), and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate. IPC invests in our employees and is eager to provide professional development in financial management or human resources management as appropriate.

How to Apply: In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions and cultures to apply. Please upload a cover letter, resume and three (3) references, through our online portal [here](https://www.interfaithchesapeake.org/jobs), which can also be accessed by visiting us online at www.interfaithchesapeake.org/jobs. Resumes will be collected until the role is filled. Interviews will begin immediately upon receiving qualified applications. We plan for this individual to begin working in June 2023.