



JOB ANNOUNCEMENT

Office Manager

Position: Office Manager
Reports to: Executive Director
Type: Non-Exempt, Regular
Schedule: .75 FTE (\$25-30/hour)
Hourly rate: \$30-\$32/hour
Benefits: 14 holidays; 90 hours vacation the first year plus generous sick leave; full health and dental insurance paid; participation in a retirement plan after six months of employment, with RRCF contributing a percentage of your income to the plan.
Location: Renton, WA. Ideally on-site but open to partially being remote (e.g. one day/week).

Deadline for submission: Open until filled.

Timing of hire: Our current Office Manager needs to leave RRCF by mid-January, and yet is available to work until then. Our ideal scenario is for someone to start 10-15 hours a week in December to get trained and then ramp up to the 30 hours in early January.

About Renton Regional Community Foundation

Renton Regional Community Foundation (RRCF) has been connecting donors with those working to solve our area's most pressing problems since 1999. Currently managing \$14 million in assets and home to more than 70 funds, RRCF continues to actively work toward its mission: to ignite the power of philanthropy – by connecting people, ideas, and resources – to support and engage our community.

Position Summary

This person is the key administrative staff member who manages the office and financial systems and provides some event and program support. This position maintains current internal systems and processes; manages relationships with organizational vendors; manages financial information; responds to requests from fund advisors; engages in problem-solving and trouble-shooting administrative solutions; supports the scholarship program; and performs other administrative duties.

This role is ideal for someone who is detail oriented, has financial background and understanding, is proactive, relationship-oriented, and eager to build strong working relationships.

Primary Duties and Responsibilities

Office Management, Support and Project Management (10%)

- Oversee office materials and systems: organize and manage files; maintain documents, order supplies, etc.
- Maintain a functional, safe, clean, and efficient office environment.
- Support the ED with practical and strategic services including meeting preparation, logistics, updating materials and information, light cleaning, correspondence, and other related administrative tasks.
- Be the point person for insurance, office vendors, computer needs, etc.
- Proactively ensure that we are compliant in legal requirements and have filed necessary paperwork on time.
- Retrieve mail from PO Box.

Finance (40%)

- Print checks, process invoices, and maintain digital vendor profiles.
- Maintain digital check registry.
- Process gifts, enter in information management system; deposit checks.
- Prepare gift acknowledgements.
- Upload Fund financial statements in Community Suite each month.
- Prepare all documentation for bank reconciliation.
- Perform or act as backup for other Finance functions, including accounts payable, fund revenue allocation, administrative fee processing and payroll.
- Prepare all financial reports for ED and Finance Committee.
- Communicate with primary accounting support consultants – payroll and bookkeeping – to ensure staff is paid and monthly financials are in alignment with GAAP standards.
- Prepare documentation for annual financial audit. Prepare and be on-site for audit test (internal controls, documentation, accounting processes). Include improvements and recommendations to processes upon audit completion. *(Seasonal)*

Community and Customer Relations (10%)

- Welcome and respond to guests who call, visit, or email, and foster a culture of hospitality.
- Answer donor, grantee, Board, staff, vendor and community communication/correspondence with great care to provide accurate, thoughtful and timely responses.

Technical Duties (5%)

- Assume direct responsibility for all information and database systems and services.
- Maintain online database with consistent documentation of vendors, donors, key stakeholders, ensuring the accuracy and quality of information (data integrity), including regular data maintenance, such as de-duping, correcting data entry, ensuring format consistency, timely data synchronizing, back-up and troubleshooting data issues.
- Coordinate with technical support of staff and vendors regarding systems and office equipment, including:
 - Liaison with IT provider
 - Workstations, printers, and phone system
 - Software, including Windows, Microsoft Office 365 Products, and Adobe products
 - Management information system; work with team towards solutions and consistent processes

Board Liaison (5%)

- Provide board member support and coordination for meetings and events including taking detailed minutes at board and other related meetings.
- Prepare board documents and board manual for onboarding of new board members.

Program Support (30%)

- Respond to all fund advisor grant requests. Ensure grants are distributed in a timely manner.
- Assist with the First Financial NW Foundation grant application process (our largest Fund advisor), including publishing the online LOI and application. Report on progress of LOI and application status to FFNW Foundation board. *(Seasonal)*
- Provide grant support to the end-of-year Circle of Giving grant process. *(Seasonal)*
- Provide grant support to the CARE Together Fund process (approximately twice/year).
- Understand basic procedures related to new funds, questions fund advisors might have, etc.
- Follow up with grantees as needed (un-cashed checks, unreturned grant letters).
- Assist with annual Scholarship process: send scholarship awards with student information and parameters to schools; build new scholarship forms for new scholarship funds added in previous year; communicate with scholarship fund holders regarding award amounts; update online scholarship application for next year; ensure accurate information is on Washboard.org; respond to inquiries; support the committee. *(Seasonal)*

- Provide the necessary support for other programmatic activities as needed.
- Assist with event planning and coordination as needed, particularly for annual Celebrate! community event.

Skills and Experience

While we do not expect a strong candidate to bring all the following skills to the table, the more of these skills and experience you can demonstrate, the stronger your application will be:

- Office management/strong administrative experience with practice doing the financial management responsibilities of an office
- A minimum of two years' experience in an operations role
- High proficiency with Microsoft Office
- Experience in non-profits/philanthropy and/or finance
- Experience with customer relations management systems
- Strong writing skills

Qualifications

We appreciate there are many paths to this opportunity. To excel in this position, you must be:

- Adept at organizing and planning to create a highly productive and efficient office.
- Detail oriented and have solid follow-through
- Able to build relationships (Trusted relationships are the core of our work.).
- Able to demonstrate sophisticated project management skills and the ability to juggle multiple tasks and responsibilities with ease, forethought, and accuracy.
- Able to engage with a variety of people and interact respectfully and effectively with people of all races, ethnicities, cultures, and socio-economic backgrounds
- A strong strategic thinker able to coordinate multiple projects, sweat the details and manage ambiguity with grace and good humor.
- Passionate about our mission and culture, and courageous enough to join us in constructively striving to be a better neighbor and partner.
- Willing to take initiative, anticipate next steps, identify opportunities and potential pitfalls, determine actions to resolve issues using good judgement to keep work moving forward. Provide creative input.
- Highly ethical and honest, applying ethical standards of behavior to daily work activities.
- Able to maintain a calm, positive attitude in challenging situations.

It is also crucial that the Office Manager be committed to our values, (see below) particularly our value of equity, dignity, and belonging and is able to bring that lens to this role. We are committed to continued growth in working towards equity, particularly racial equity, in all our work.

Values

Equity, Dignity, and Belonging

Courageous Leadership

Inspired Giving

Integrity

Community Relationships

Application Process

To apply for this position, please submit your cover letter and resume to LeAnne Moss, Executive Director, at lmoss@rentonfoundation.org. Your application should be emailed; a single PDF file is preferred. Please put "Office Manager" in the subject line.

Deadline for submission: Open until filled. RRCF is an equal opportunity employer.

