

Office Manager Job Description

Reporting to the Executive Director, the Office Manager will focus efforts on providing high quality administrative and strategic support to the Executive Director. The Office Manager will also ensure the smooth running of the office on a day-to-day basis through a range of administrative and financial tasks and will liaise closely with other team members and interns. This is a new role at the organization, and we envision that this person will be the “rock of the office” and transformational for the organization at a time of growth and change.

Roles and Responsibilities

Executive Support

- Complete a broad variety of administrative tasks for the Executive Director, including: managing an active calendar of appointments; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans and coordinates Executive Director’s schedule and ensures schedule is followed and respected. Ensures time is spent effectively and that scheduling is strategic.
- Record meeting discussions and actions.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgment letters, personal correspondence, and other tasks that facilitate the Executive Director’s ability to effectively lead the organization.
- Lead preparation for all Board of Trustees meetings. Provide support to the Board of Trustees (communications, meeting prep, scheduling, agendas and materials, logistics, minutes).
- Work in partnership with Executive Director on donor and volunteer requests; compose and/or edit correspondence; format documents.

Team Support

- Provide certain administrative support to other team members and interns.
- Complete employment verification requests.
- Serve as the point of contact for other team members and interns.

Office Manager

- Welcome guests by greeting them in person or through handling incoming calls; answering and directing inquiries.
- Screen and direct general email.
- Track accounts receivable and payable. Prepare payments for approval and execution by Executive Director.
- Support staff with administrative tasks as requested by Executive Director.
- Maintain, organize and order all office and program supplies.
- Organize and maintain office filing system.
- Organize and maintain equipment, merchandise, and resources.
- Coordinate and facilitate events such as meetings, lunches, and dinners.



- Check mail.
- Purchase supplies for major organizational activities, including applicant interviews, annual training and orientation.
- Other tasks as assigned.

Applicants should therefore have the following qualifications, skills and experience:

- Commitment to and passion for the mission of the North Broad Renaissance.
- Previous experience in an executive support role.
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly and with excellent attention to detail.
- Strong interpersonal skills; excellent written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Ability to accept and grow from constructive criticism.
- Highly resourceful team-player, with the ability to be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of “customer service” and response.
- Proficient in Microsoft Office; ability to learn other software, donor management database and messaging applications such as Bloomerang.
- Ability to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Please send salary requirements, resume, and two writing samples to info@northbroad.org.

The North Broad Renaissance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the North Broad Renaissance complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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