

# Office Manager Job Description

## April 2018

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**Position:** Office Manager

**Position Type:** Full-Time, Non-Exempt

**Supervisor:** Vice President for Finance

**Position Summary:** Assist in the daily operations of the Foundation by supporting the VP for Finance with human resources, information technology and office management. Assist the President & CEO and other departments with administrative support.

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### Administrative:

- Order, organize and maintain office supplies and postage
- Monitor Outlook and BoardMax calendars
- Oversee the entry and maintenance of data into the Foundation's software system
- Schedule meetings and order food and beverages as needed
- Attend committee meetings and prepare agendas, reports, and minutes
- Work with management to maintain the Foundation's policies and procedures
- Assist the President with Board correspondence and scheduling
- Serve as a receptionist for guests and answer phones
- Coordinate entry of weekly call reports for Executive and Finance departments
- Assist with scanning and filing documents
- Open and distribute mail; take mail to box or post office at end of day
- Distribute interoffice mail for all staff
- Process monthly birthday/anniversary cards for staff signatures
- Assist with special projects as needed
- Assist Advancement staff with annual Benefit

### Supervisory/HR Related

- Organize and run staff meetings
- Coordinate office volunteers
- Assist with personnel recruitment and onboarding process
- Manage the onboarding of new Board and committee members
- Develop orientation and training materials for the staff, committees, Board and office volunteers

### Finance:

- Work with advancement team on gift processing and donor acknowledgement
- Assist Staff Accountant and VP for Finance with accounting tasks
- Set up and maintain DonorFirst accounts and respond to inquiries from current account holders

**Qualifications and Experience:**

- High level of accuracy and desire to maintain an orderly environment
  - Skilled at managing multiple projects and demands from staff
  - Friendly and calm demeanor while under pressure
  - Three years related experience managing activities in a busy office
  - Not-for-profit experience a plus
  - Outstanding verbal and written communication skills
  - Strong interpersonal and networking skills among diverse constituent groups
  - Proficient with Microsoft Word, Excel, PowerPoint and Outlook and comfortable learning new technology
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**To Apply:** Email a PDF résumé and cover letter to David Weisz at [apply@dupagefoundation.org](mailto:apply@dupagefoundation.org). All applications will be considered under the strictest of confidence. **No calls please.**

**Hiring Policy:** The DuPage Foundation considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

***The DuPage Community Foundation d/b/a DuPage Foundation raises the quality of life throughout DuPage County by fostering philanthropy, connecting donors to area needs and building community partnerships.***