



Office Manager

The Fund for New Jersey, a private grant-making foundation, works to improve the quality of public policy decision-making on the most significant issues affecting the people of New Jersey and our region. The Fund is active on issue areas including budget & finance, climate & environment, criminal justice, education, housing, immigration, poverty, and public media. See The Fund's website for details of our work. (<http://www.fundfornj.org>)

The Office Manager will be responsible for the infrastructure that supports work on a variety of New Jersey's most significant issues. This position is integral to the success of The Fund for New Jersey. This is a full-time position with excellent benefits.

Responsibilities:

Office Administration (70%)

- Oversee all aspects of the office administration, including technology, telephone, filing, and record keeping systems; manage supplies, office equipment, and relationships with vendors and contractors; perform errands as needed (post office, bank, etc.)
- Provide administrative support to the President and staff; handle scheduling and administrative preparation for meetings and projects; manage correspondence; prepare reports; complete special projects as assigned
- Organize and implement the logistics of Board and committee meetings and other events; work with vendors and venues; prepare and distribute materials, take minutes, and compile reports as needed; staff the events
- Coordinate basic financial transactions, including accounts payable and purchasing; administer payroll system; process expenses, contracts, and invoices; monitor and report spending; support preparation for annual audit; liaise with accountants, auditors, investment advisors, and Treasurer
- Manage productive relationships with the Trustees, grantees, and philanthropic partners; serve as The Fund's first point of contact, via telephone, mail, and e-mail; represent The Fund in a positive way in all interactions

Grants Administration (30%)

- Respond to phone and written inquiries about grants; manage intake of grant applications; schedule site visits and meetings and prepare materials in advance
- Provide administrative support for preparation of board meeting materials; send out all written correspondence and grant agreements; monitor receipt and execution of contracts
- Organize, maintain, and update electronic grant files

- Maintain payment schedules and monitor grant balances; provide reports as requested
- Communicate effectively with applicants, grantees, and external partners

Qualifications:

- At least 5 years of professional administrative experience and a Bachelor's degree or equivalent
- Understanding of and enthusiasm for public policy and the work of The Fund
- Highly developed organizational skills and exceptional attention to detail
- Excellent writing and editing; strong verbal and interpersonal communication
- Strong multitasking skills; ability to coordinate, organize, prioritize and execute tasks with competing deadlines
- Excellent grasp of technology and computer skills, including strong command of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and QuickBooks
- Experience with planning and staffing meetings
- Ability to carry out responsibilities with sensitivity, discretion, and diplomacy
- Ability to work well independently and as part of a diverse team
- Ability to think clearly, listen well, and ask good questions

Compensation:

Salary will be commensurate with experience (beginning at \$50,000), with excellent benefits. The Fund has a small, energetic, and highly collaborative staff. It offers an exceptional work environment with opportunities for mentorship and networking. The Fund promotes, values, and respects diversity.

To apply:

Please submit a cover letter describing your interest and fit for the position, a resume, and a list of three references. Send all materials to Kiki Jamieson, President, at jobs@fundfornj.org. Review of applications will begin May 10 and continue until the position is filled.