

Job Posting Office Manager/Executive Assistant

GENERAL OVERVIEW

The Council of New Jersey Grantmakers is seeking an Office Manager/Executive Assistant. This position reports directly to the President and ensures that overall office operations are managed effectively and coordinated efficiently. It also provides administrative support to the President, the Council's Board of Trustees and a part-time Finance Manager.

RESPONSIBILITIES

Operations

- Assist with registration for Signature Events, and onsite logistics for meetings and CNJG's extensive docket of skill building and issue-oriented programs.
- Support Finance Manager with regard to AP/AR, filing, audit prep, etc.; maintain up to date tracking of membership renewals and invoicing.
- Order, track and maintain all office supplies including printed materials.
- Serve as primary point of contact with the property manager and handle all facilities-related problems.
- Manage office equipment and serve as liaison with vendors and with service contractors including IT.
- Expedite all member and other promotional mailings.
- Accurately proof read communications, correspondence, proposals and other materials.
- Manage annual document retention and destruction process in accordance with policy and in coordination with the Finance Manager.

Executive Office

- Coordinate a range of administrative support tasks for the President with a high level of professionalism and confidentiality. Apply high level written communication skills to craft correspondence and meeting minutes as well as overseeing all writing and correspondence on behalf of the President and Board, ensuring accuracy.
- Manage the President's working calendar
- Anticipate needs of the board, coordinate follow-up activities and related next steps.
- Assist with the President's correspondence and receive visitors.
- Support President by managing special projects as assigned; anticipate needs.
- Handle logistics for Board and Executive Committee (if applicable) meetings, produce meeting minutes, report dashboards, maintain the bylaws and all other historical records of the Board.
- Ensure all fiduciary requirements are met by the Board in relation to Annual Meeting of the Membership, including official meeting notice and nomination slate.



Requirements

- Bachelor's degree, plus at least two years of related experience; or some college with extended related experience.
- Excellent writing skills; exceptional proofreading abilities.
- Highly organized with ability to appropriately problem-solve and exercise good judgment.
- Strong interpersonal skills, comfortable talking with members, stakeholders and the general public, with strong orientation toward service and consensus-building. Ability to maintain confidentiality.
- Experience working with C-Suite of the organization.
- Must be a self-starter, initiating and completing new ideas to ensure an efficient and well-functioning administrative office and operations.
- High computer proficiency including e-mail, web browsers, the Microsoft Office suite of applications (Word, Excel, PowerPoint, Publisher) as well as experience with database/client relation programs.
- Strong work ethic, demonstrated ability to be self-directed and willingness to work extended hours as needed.
- Must be a team player with an upbeat attitude, gracious demeanor and ability to work independently in small office environment.
- Excellent judgment, organizational and managerial skills. Ability to prioritize effectively, multi-task and shift priorities quickly.
- Familiarity with the nonprofit and philanthropic sectors is a plus.
- Support other staff on occasion and as needed.

Physical Expectations:

The Office Manager/Executive Assistant must be able to:

- Drive and travel around the state to attend board meetings which are rotated.
- May require occasional overnight stay
- Lift less than 30lbs
- Work at a desk with repetitive hours at a computer
- Participate in occasional early morning and/or evening work

Salary will be in the mid to upper \$40K, contribution to CNJG health insurance policy, generous 401K contribution after 12 months, personal time off and standard holidays. The final candidate for the position must successfully complete a background check.

CNJG is an Equal Opportunity Employer.

Interested candidates should send cover letter and resume by email to: cnjgsearch@cnjg.org with OFFICE MANAGER in the Subject Line by April 17, 2020