



COUNCIL OF NEW JERSEY GRANTMAKERS  
*Harnessing Philanthropy's Potential*

## **Job Posting Virtual Office Manager**

### **GENERAL OVERVIEW**

The Council of New Jersey Grantmakers (CNJG) is seeking a Virtual Office Manager. This position reports directly to the President and CEO, ensures that overall office operations are managed effectively and coordinated efficiently in a virtual setting, and provides administrative support to the staff (currently four positions), CNJG's Board of Trustees, outsourced finance manager, and consultants.

### **ORGANIZATION**

CNJG is a nonprofit membership organization supporting the state's philanthropic sector. In July 2021, the organization transitioned to a fully virtual office.

### **RESPONSIBILITIES**

- Assist the CEO with day-to-day operations.
- Handle and direct any incoming calls.
- Respond to requests for information from members, nonprofit partners and others.
- Handle, process and distribute mail, including weekly mail pick up from a mailbox service in Ewing, NJ.
- Assist staff to ensure grants, memberships, sponsorships, and program registrations are entered in database.
- Ensure database information is updated as needed.
- Support outsourced finance manager regarding accounts payable and accounts receivable, annual filings, audit preparation, banking, and administrative support.
- Manage credit card processing system (Paymentech, etc.), and assist with other funds processing systems as assigned (Bill.com, etc.).
- Order, track and maintain all office supplies and equipment, including printed materials.
- Manage inventory of organization's equipment and serve as liaison with vendors and service contractors, including IT.
- Maintain all consultant/contractor agreements, and organizational renewals and subscriptions.
- Accurately proofread communications, e-publications (including e-newsletters), correspondence, proposals, and other materials.
- Assist with program coordination and logistics planning for both in-person and virtual Signature Events, meetings and CNJG's extensive docket of skill building and issue-

oriented programs, including hosting/co-hosting via Zoom for virtual events, meetings and programs.

- Manage annual document retention and destruction process in accordance with policy and in coordination with assigned staff.
- Support the Board of Trustees, including handling logistics for Board and certain committee meetings and produce meeting minutes as assigned.
- Other assignments/responsibilities as needed.

## **REQUIREMENTS**

- Some college with extended related experience; or Bachelor's degree plus at least two years of related experience.
- Excellent writing skills; exceptional proofreading abilities.
- Strong organizational and time-managements skills to ensure an efficient and well-functioning virtual office and operations.
- Strong interpersonal skills, comfortable talking to various members of the public, with a strong orientation toward service.
- Ability to maintain confidentiality.
- High computer proficiency with Microsoft Office 365 products. Must be familiar with Zoom meeting/webinar. Experience with Zoom phones and Salesforce is a plus.
- Must be familiar with the nonprofit sector.
- Must be equally comfortable working independently as well as part of a small team.
- CNJG is a virtual office. Must agree to work at own location.

## **PHYSICAL EXPECTATIONS**

- Drive and travel around the state; on rare occasions travel out of state.
- Work at a desk with repetitive hours at a laptop, provided by the company.
- Participate in infrequent early morning and/or evening work, which may include an overnight stay.

## **COMPENSATION**

\$21.00 - \$23.60 per hour. 40 hours per week Monday through Friday. This is a full-time, non-exempt position, and includes generous benefits, such as health care, a 401k plan plus company match, paid time off, holidays, and summer hours.

CNJG is an equal opportunity employer. People of color, women, persons with disabilities, and LGBT individuals are urged to apply.

## **HOW TO APPLY**

Email a cover letter and resume to Theresa Jacks, Acting President and CEO at [cnjgsearch@cnjg.org](mailto:cnjgsearch@cnjg.org).

## **HIRING PROCESS**

Applications are reviewed as they are received. The search remains open until the position is filled. Only those selected for an interview will be contacted. Our expected timeline is:

Mid-June to mid-July: 30-minute phone interviews with selected candidates.

Mid to late-July: 1-hour Zoom interviews with selected candidates. If invited for this interview, we will ask for two work samples relevant to this position, of which one must be a writing sample.

Late July: 2<sup>nd</sup> round of one-hour interviews in person if possible or via Zoom. Applicants will be asked to complete a proofing exercise, and provide 2 professional references complete with contact information.

Late July – early August: decide on top candidate(s), complete reference checks, and offer position.

Expected start date early to mid-August.

The deadline to apply for this position is July 15, 2022. No phone calls please.