



OFFICE MANAGER

Position Opening

ABOUT THE FOUNDATION: [Wilburforce Foundation](#) is a private, philanthropic foundation that empowers conservation leaders to protect the irreplaceable lands, waters, and wildlife of western North America.

Located in Seattle's Ballard neighborhood, our staff of ten occupies the dog-friendly third floor offices of the [Greenfire Campus](#).

ABOUT THE POSITION: We are looking for a full-time Office Manager. The Foundation offers a strong benefits package and competitive salary. Details about the position are found below.

APPLICATION PROCESS: Candidates who submit an application by **Friday, January 31, 2020** will be considered first, though applications will continue to be accepted after that date until the position is filled.

Please submit a cover letter and resume, combined into one document, either in PDF or Microsoft Word format. Email your application to paul@wilburforce.org. Please do not submit applications by fax, mail, or in person.

Wilburforce Foundation is an Equal Opportunity Employer. The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, sexual orientation, national origin, age, disability, veteran status, gender identity, gender expression, marital status, or any other classification protected by local, state or federal law.

For more information about the Foundation and its priorities, please visit the Foundation's website at www.wilburforce.org.

Thank you!

Paul Beaudet, Executive Director
Wilburforce Foundation
2034 NW 56th St Suite 300
Seattle, WA 98107
Paul@wilburforce.org



Title: **Office Manager**

Hours: 40 hours per week

Reports to: Director of Finance, Operations, and Grants Management

Classification: Exempt

Beginning salary

range: \$60,000 - \$65,000

Responsibilities: The Office Manager is responsible for ensuring the efficient and effective operations of the Foundation's core administrative functions. This work falls into seven broad categories: 1) provide general support to Foundation staff and Board with administration, data management, event planning, and other functions; 2) manage maintenance contracts, technology, and equipment; 3) assist with accounts payable and other bookkeeping duties, 4) assist with administration of payroll and benefits; 5) assist with administration of grant management processes; 6) coordinate use of meeting and building facilities; 7) manage general reception and mail distribution.

Specific Duties: Coordinates general office operations, including reception, mail, business machines, supplies, and point of contact with property manager.

Pays bills, manages expense report process, maintains financial records and filing systems, prepares financial reports, and provides assistance during audits and annual tax filings.

Undertakes certain personnel responsibilities, including: administration of benefit plans, managing payroll direct deposits, deductions, paid leave, vacation and sick time reporting, the administration of guidelines, policies and procedures, and other duties, as assigned.

Oversees and troubleshoots computer network and office technology issues, working with technology consultants and/or appropriate vendors.

Assists with receipt, tracking, and documentation of grant inquiries and proposals.

Maintains accurate and timely records of Foundation grant making activities.

Makes website updates and coordinates technical fixes with web designer.

Coordinates arrangements for board meetings, annual retreat, program meetings and other Wilburforce events or meetings.

Organizes and files documents, records, publications, and reports.

Maintains office equipment inventory.

Provides general support for all Foundation staff and board.

Primary Foundation contact for conference room and other meeting facilities.

Helps ensure that we operate with resource conservation in mind.

Performs light housekeeping, as needed.

Occasional travel related to events, retreats, or meetings.

May be assigned other duties, as needed.

Qualifications: A four-year college degree preferred, but we recognize the value of real world working experience.

Strong organizational and communication skills. Ability to work on multiple tasks simultaneously, and to prioritize and follow up on urgent matters in a timely manner.

Accuracy and attention to detail are essential.

Excellent knowledge and skills associated with computers and business software applications. Experience with Office 365 (Word, Excel, Teams, SharePoint), CRM database software (we use Salesforce), and QuickBooks is especially desirable.

Ability to work with humor and grace in team environment, and provide support to other staff as needed.

Skills needed: analytic, organization and problem solving, time management, customer service, and process management.

Ability to work independently with minimal supervision.

Willingness to be flexible with working hours.