

Heart of Illinois Community Foundation

Office Manager

Position Description

The Office Manager is responsible for ensuring smooth operations of the Foundation's daily office functions, bookkeeping, and providing administrative support to the staff as needed.

Reports to: Chief Financial Officer

Position Status: Full-time, Non-Exempt

Duties and Responsibilities

Office Management

- Manage office operations including upkeep of supplies and equipment
- Provide support for event planning (scheduling, invitations, RSVP management, room set-up/clean-up, refreshments, nametags, etc.)
- Ensure paper and electronic files are kept current and organized
- Assist the CEO with Board correspondence and scheduling
- Ensure that mailing lists are kept current
- Serve as receptionist answering phones and greeting visitors
- Provide tracking assistance with HR and grant reporting
- Assisting with the preparation of bimonthly board packets and board member orientation binders
- Other duties as assigned

Bookkeeping and Administrative Duties

- Post donations in accounting software and make bank deposits
- Enter approved grants and bills into accounting software
- Update donor/vendor information in accounting system
- Create new funds in accounting software and electronic/paper files
- Generate donor thank you letters
- Generate grant letters, make copies, and name scans
- Track memorial gifts
- Follow-up on un-cleared checks
- Assist with generation and distribution of fund reports

Position Requirements

- Significant experience in administrative support
- Experience working with a not-for profit organization or foundation a plus
- Ability to anticipate needs and prioritize; good "peripheral vision"
- Highly organized and attentive to detail

- Ability to juggle and prioritize multiple tasks
- Bookkeeping/accounting experience a plus
- Computer proficiency (MS Office Suite), email and Internet usage, and ability to learn customized accounting and webpage software
- Excellent oral and written communication skills
- Integrity, judgment, discretion, maturity & flexibility
- Strong work ethic and a positive attitude
- Self-starter able to take initiative and work with minimal supervision
- Ability to work well with co-workers, volunteers, and donors

Schedule flexibility to accommodate early morning meetings/event set-up required with usual office hours of 8:30 – 4:30 w/ 1 hour lunch (37.5 hours most weeks).

Salary/Benefits:

Salary:	Commensurate with experience and qualifications, \$38,000 - \$43,000
Benefits:	Paid sick, vacation, and holidays
	Health Insurance
	Retirement Benefit
	Support for professional development

To Apply: Email a PDF résumé and cover letter to Missy Batman at mbatman@heartofillinois.org. All applications will be considered under the strictest of confidence. No calls please.

Hiring Policy: The Community 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.

Must be able to pass a pre-employment screening assessment.