



Job Title	Office Manager	Reports to:	Executive Director
Team:	Core Support	FLSA Classification:	Non Exempt (Hourly)
Position Type:	Full Time	Hours per Week:	30+

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods and we envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through reading and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Provides hospitality and information to visitors, volunteers, callers, and online inquiries
- Provides events support as part of a team, from fielding inquiries to calendaring and making sure event space is set-up and events run smoothly.
- Ensure accurate and timely data entry of all donor, staff, and volunteer information into database.
- Processes pledges, donations, and income.
- Prepares bank deposits.
- Ensure thank you letters for donations and volunteers are sent in a timely manner.
- Assists with development and communication tasks.
- Ensures accurate board meeting minutes and maintains records.
- Sends board notices and correspondence in a timely manner.
- Oversees phone, computers, internet, and automatic door systems. Escalating to appropriate contacts for support as needed.
- Coordinates with appropriate staff to ensure a welcoming environment and appearance of the building and surrounding grounds.
- Responsible for maintaining appropriate levels of office supplies.
- Oversees and maintains office space, and shared/common equipment (i.e.. Copier). Escalating to appropriate contacts for support as needed.
- Recommend process improvements for increased efficiencies.
- Display and promote company values.
- Regular attendance as determined with your leader.
- Other duties as assigned.



SKILLS AND ABILITIES (include but are not limited to the following)

- Commitment to the organization’s mission, including treating all people as gifted.
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Exceptional phone skills
- Outstanding customer service skills
- Strong written and verbal communication skills with prevalent professional demeanor
- Ability to handle sensitive and confidential situations and documentation
- Ability to work independently
- Cheerful and Outgoing personality
- Ability to work in a fast paced, rapidly changing, and regulated environment
- Uses good judgment when making decisions
- Ability to work effectively across departmental teams and on multiple projects
- Proficient in Microsoft Office Suite Products and ability to learn new systems quickly

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- 2+ years of related education and/or experience in office administration and bookkeeping required.
- Basic understanding of technology systems in an office environment.
- Events planning, knowledge of local food and arts is helpful.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 7-8 hours per workday.
- Stand an average of less than one hour per workday.
- Walk an average of less than one hour per workday.
- Bend/Stoop – Occasionally 4-5 times/day).
- Squat – Occasionally 4-5 times/day).
- Reach above shoulder level – Occasionally 4-5 times/day).
- Up to 40 lbs of weight carried – Occasionally (1-4 times/hour).
- Up to 40 lbs of weight lifted – Occasionally (1-4 times/hour).
- Hands used for repetitive action: Fine Dexterity (i.e., .typing, writing, filing) – Constant (greater than 25 times/hour).