



Office Manager Job Announcement

Position Summary:

The Office Manager will promote organizational management that supports team success and smooth operation of the Audubon Alaska office in Anchorage. S/he will provide general business guidance and support to the Alaska team on issues of financial management, fundraising, contracting, human resources, outreach, and grants.

To be considered for the position, submit a resume and cover letter online through [Audubon's Career Center](#) by April 15, 2018.

Essential Functions:

Finance

- Serve as the office financial point of contact for Audubon Alaska and liaise with National Audubon finance team.
- Process invoices in a timely manner and ensure that invoices are coded correctly to reflect the type of expense, the nature of the work, and the funding source. Invoice granting agencies according to contract and grant agreements. Maintain excellent records on all income and expenses.
- Maintain and ensure receipts for purchasing card activity are organized and approved for each purchase.

Office Management

- Manage logistics of Audubon Alaska board meetings and other key meetings including making travel arrangements, securing venues, creating and disseminating board meeting packets, taking minutes, and coordinating outreach activities or fundraising events.
- Prepare Independent Contractor Agreements and other contracts as needed.
- Serve as point person with property management.
- Purchase office supplies, maintain office files and systems including management of office calendar.
- Work with Human Resources for hiring of new employees, including posting positions, and other tasks.
- Answer the phone and respond to general public, donors, and direct calls to staff.
- Manage local computer backup system, and the licensing and maintenance of computers, software, phones, printers, copier, postage machines, etc.

Development

- Process donations, prepare gift transmittals, and generate thank you letters.
- Update donor database with new addresses, emails, notes, etc.
- Maintain mailing list for events, appeal letters, and newsletters.
- Assist with production of materials and mailings including appeal letters, annual report, etc.
- Assist with special events, fundraisers, and payment processing.

Qualifications and Experience:

- Bachelor's degree or an equivalent combination of education and administrative experience may also be accepted.
- Minimum of three years' experience as an office manager, preferably in a non-profit setting.
- Exceptional organization, time management, attention to detail, and ability to multi-task.

- Proficient with Microsoft Office, specifically Word and Excel, and an ability to quickly learn new software programs for finance and fundraising.
- Excellent oral and written communication skills, strong interpersonal skills; ability to get along with a variety of people, problem solve, and remain composed under pressure.
- Knowledge of office machines including phone systems, copiers, postage machines, etc.
- Ability to work independently and make decisions in accordance with established policies and procedures.
- Demonstrated experience in meeting and event coordination.
- Experience working with donors, board members, and fundraising processes a plus.
- Bookkeeping and contract preparation experience a plus.
- Commitment to conservation and the mission of the National Audubon Society.