



JOB DESCRIPTION

Job Title: Office Manager / Donor Services

Reports To: Executive Director

Hourly Rate: \$15/hr

Status: Full-time, year-round

Supervision: No direct / volunteers at events

Start Date:

Benefits: PTO, paid holidays

POSITION DESCRIPTION

General:

The Office Manager / Donor Services will serve as the initial point of contact for any communications to or out of the Mammoth Lakes Foundation. The Administrative Assistant will be responsible for answering the phones, updating office documents such as business cards, voicemails, any name plaques, and following up on any facility needs. The Office manager will also have office tasks to complete including processing deposits, sending donor letters, updating donor information, and filing donor information. The Office Manager will need to handle various donor and staff needs, requests and general inquiries. This is an important role within the Mammoth Lakes Foundation and a pleasant, helpful, and inquisitive-minded attitude is essential in being successful in this position.

Qualifications:

- Experience with file and database maintenance
- Experience with administrative tasks including but not limited to data entry, mail merging, envelope and label creating, office organizing, form updating, etc.
- Good computer skills including knowledge of Microsoft applications and donor software
- Excellent attention to detail
- Office and business skills
- Excellent communication skills
- Ability to work under strict deadlines
- Ability to prioritize multiple tasks

- Work in a team oriented environment

Responsibilities:

- Manages donor records and performs data entry of donor records; pledge reminders; handles incoming visitors and phone calls and directs as necessary to appropriate person; cleans up/maintains donor database and email database; handles incoming donations, makes deposits, and generates donor “thank you” letters.
- Ensures timely follow-up of donor recognition and recording. Ideally donor letters generated within 24 hours of receipt.
- Manages plaque sponsorship program.
- Assists with student scholarships and answers scholarship inquiries.
- Responsible for ordering office supplies and maintaining general office organization and cleanliness.
- Helps Event Manager in preparing for special events including creating invitations, posters, programs, coordinating volunteers, various print jobs etc.
- General office support: letters, memos, projects, labels, business cards, name plaques, voicemails, binder creation, filing, etc.
- Coordinates meetings and events.
- Contacts board members, takes minutes at meetings and distributes board information. Assists in board packet assembly.
- Manage email and internet accounts.
- Manage computer systems and software programs.
- Volunteer coordination and management including scheduling for events, training, recruiting, communication with volunteers and volunteer appreciation.
- Proofread and edit Foundation material as needed.
- Use Microsoft applications and Donor Perfect software daily.
- Provide general office support and perform other duties as assigned.