



## ***Job Description***

**Title: Office Manager – Foundation for Sustainable Care, PT**

**Supervisor: Executive Director**

### **Purpose of the Job:**

The Foundation for Sustainable Care (<https://www.sustainable-care.org/>) Office Manager is responsible for providing administrative and communication support to the Foundation for Sustainable Care, a young, growing nonprofit in Central Indiana. The position reports to the Executive Director of the Foundation for Sustainable Care and interfaces with the staff of the Grace Care Center. This 25 hour/week role helps bring order to all critical areas of the Foundation for Sustainable Care by managing the day-to-day office operations. The role currently supervises a part-time Executive Assistant.

### **Responsibilities:**

#### **Administration – 70%**

- Provide program information and resources for the Foundation for Sustainable Care
- Assist the Board in its activities and meetings, including scribing minutes
- Coordinate data management
  - Manage Bloomerang donor database
  - Maintain key paper and electronic files for donor engagement
  - Process all donations electronically and make bank deposits
- Administer the operations of the Foundation for Sustainable Care
  - Organize events and meetings
  - Prepare invoices and reimbursements for payment
  - Assist with donor management and communication
  - Provide clerical support to the Executive Director
- Supervise part-time Executive Assistant

#### **Services, Programs and Events – 15%**

- Annual Foundation for Sustainable Care Donor and Fundraising events
- Special Events

#### **Communications – 15%**

- Manage all donor acknowledgement letters – writing, editing, printing, mailing
- Assist with writing and editing communication material for website, e-mails, social media
- Assist with development of brochures, letterhead, and other communication materials
- Assist with email database and communications
- Assist with the annual master communications calendar

### **Qualifications:**

- Bachelor's degree in Ministry, Social Services, or Business Administration preferred
- 2-5 years of administrative experience
- Familiarity with systems design and excels at project management
- Multi-tasker and ability to maintain high levels of confidentiality
- Proven experience and expertise in the following areas:
  - Time management and scheduling
  - Computer proficiency, including Word, Excel, & PowerPoint
  - Database management (preferably Bloomerang experience)
  - High level of initiative, self-motivation and ability to work independently
  - Detailed excellence in regard to financial management