



Position: Office Manager

Reports to: Chief Financial Officer

FLSA Status: Non-Exempt Part Time (up to 32 hours per week)

Summary: An integral part of the Charlotte Community Foundation's team responsible for maintaining business and facility resources to support the foundation's operations and staff.

Specific Responsibilities:

- **Execute and maintain documentation of procedures related to CCF, facility management and business operations**

Facility Management:

- Oversee usage of Community Meeting Spaces and activities on the foundation's campus
 - Generate and maintain communications and notifications with users
 - Maintain knowledge of events and communicate with staff regarding attendees and activity
 - Oversee usage calendars; ensure supplies, equipment and staffing are in place to support usage needs
- Manage and maintain contracts, obligations, and coordinate scheduling with external vendors
 - Communicate with management for the purposes of defining scope of work to attain quotes for contractual work and communications to leadership regarding the current phase of on-going projects or up-coming scheduled work
 - Coordinate, schedule, and supervise: required inspections, approved routine maintenance, general upkeep, repairs and restorations needed
 - Contributes to capital expense budget of future needed repairs and improvements to the foundation facilities and related systems
- Coordinate certain upkeep, and maintenance duties such as paint touch up, lightbulb replacement, weed control to ensure a safe and clean work environment
- Coordinate and contribute to the set up and breakdown of special events at the foundation or off-site events where the foundation is presenting, as needed

Business Operations:

- Support coverage of the Reception Desk, including providing information, training and scheduling of staff
- Responsible for maintenance of Profile information within the foundation's database, while maintaining operations-related file server structure and data backup protocols
- Prepare and post the receipt of donations, tenant payments, and create invoices as needed
- Support internal human resource needs by participating in onboarding and providing initial basic technical support for business systems and manage escalations, as needed
- Ensure accuracy of operational and facility expense invoices
- Work within budget to procure office supplies, workstations, software, office equipment and furniture
- Complete additional tasks as assigned

Job Requirements:

- At all times, keep Chief Financial Officer up-to-date on areas of responsibility
- Highly organized, dedicated to quality and accuracy with advanced computer skills and able to manage multiple projects simultaneously
- As local knowledge and proximity are considered valuable assets for this role, preference will be given to candidates who reside in Charlotte County, Florida.
- Project management skills, ability to multitask, work in fast-paced environment under deadline pressure

- Proficient with Microsoft Office suite (Excel, Word, PowerPoint, etc.)
- Willingness to become proficient with Foundant database software
- Associates Degree preferred; or three to five years related experience and/or training; or equivalent combination of education and experience
- Clean criminal history; subject to background check
- Valid Florida driver's license
- Ability to lift 50 pounds occasionally
- Ability to safely climb a ladder
- Committed to highest ethical standards, honesty, integrity, and team player, professional in manner and appearance, courteous and a positive “can do” attitude