Williamsburg Community Foundation
Position Description
Office Manager

Position Summary:
Reporting to the Executive Director, the full-time (average of 40 hours/week) Office Manager is responsible for the day-to-day administrative operations of the Foundation. This position is non-exempt. Williamsburg Community Foundation is a growing nonprofit organization that provides grants and scholarships in the local area. The Office Manager position is a great opportunity for someone who enjoys a dynamic workplace and the opportunity to work with a variety of people.

Responsibilities

Office
- Maintain the WCF office in a professional manner.
- Responsible for upkeep and maintenance oversight of the office condominium,
- Work with current and future tenants on tracking rent payments, and any maintenance needs for their office space.
- Purchasing of supplies, gifts, postage, bulk mail, and stationery.

Accounting & Banking:
- Prepare and process bank deposits.
- Keep track of cash needs in checking account
- Download statements from banking & investment institutions. Provide information to accountant in a timely manner.
- Reconcile checking account
- Donations: process all contributions and receivables to the Foundation. Enter all gifts into database.
- Payables: bill and check processing for accounts payable.

Grant and Scholarship:
- Process all donor-advised grant requests, payment letters, and data entry of applicant information into database.
- Process all competitive grant applications and prepare denial and approval letters.
- Follow up on required reporting from grantees and maintain those records.
- Maintain all grantee records, data entry of applicant information into database.
- Maintain scholarship applicant files, process outgoing payments to colleges, and tracking of payments. Data entry of applicant information into database.
Donor Service:
- Maintain confidential donor files.
- Conduct due diligence for donor-advised grant requests.
- Work with executive director to provide services to fund donors.
- Work with fund holders who require updates and reporting on contributions received.
- Assist other staff members with bulk mailings.

Board of Trustees:
- Schedule and organize all committee and board meetings. Prepare refreshments.
- Maintain all records and mailing lists for board and committees.
- Work with the Executive Director to prepare the agenda and attachments for meetings.
- Take minutes at meetings and provide written minutes in a timely fashion.

Events:
- Work with volunteers on planning and production of events.
- Prepare invitation list, process responses, set-up, and greeting attendees during the event. Occasional evening or weekend hours may be required.
- Work with vendors on contracts, food and beverages, insurance and purchasing of supplies.
- Assist with follow-up after the event.

Required Qualifications
- Excellent verbal and written communication skills and a commitment to superior customer service.
- Ability to work independently and exhibit initiative in prioritizing work assignments and performing complex and detailed administrative tasks.
- Organized and detail-oriented.
- Maturity and a sense of humor are prerequisites for this position. Must be flexible and open to change.
- Possession of a valid driver’s license and access to a vehicle.
- Associate’s degree or equivalent work experience is required; prior work experience in a nonprofit, accounting, or legal office environment preferred.
**Additional Desirable Qualifications**
- General knowledge of greater Williamsburg and the nonprofit community.

The Williamsburg Community Foundation does not discriminate on the basis of race, religion, gender or gender identity, sexual orientation, national origin, age, disability, veteran status, marital status, genetic information, or any other classification protected by applicable federal, state, or local law. The Foundation provides equal employment opportunity for all applicants and employees.

**Benefits**
- Sick leave
- Vacation
- Simple IRA matching contribution

**To Apply**
- Submit a cover letter and resume.
- office@williamsburgcommunityfoundation.org
- Three business references will be required prior to a final offer.
- Deadline for applications is June 7, 2021.