



Office Manager/Fundraising Assistant



MISSION

Our mission is to inspire all girls to be strong, smart, and bold^(SM) through innovative programs, activities, and advocacy and to provide before and after school child care services supporting youth and their families through Alameda Island Kids.

REPORTS TO: CEO & Director of Development

LOCATION:
Alameda, CA

POSITION DESCRIPTION

The Office Manager/Fundraising Assistant is an integral part of the Girls Inc. of the Island City (GIIC) team. This role provides critical front office management and support to the CEO and Director of Development as necessary for the organization to run expertly and effectively. This position will successfully oversee operations of the front office and provide support to the Development & Communications team.

Responsibilities:

Organizational Mission

- Reflect the mission of Girls Inc. in carrying out all aspects of the job: *strong, smart and bold.*

Office Management

- Provide oversight to an efficient, organized, and well-equipped and supplied office.
- Work together with teams and leaders to provide thought-partnership and superlative problem-solving to ensure continuity of smooth business operations
- Process all incoming mail in a timely fashion including processing of donations and invoices

- Lead/support development of policies and practices with regard to office procedures
- Maintain central office files; prepare new employee packets
- Create and maintain personnel files
- Manage insurance policy renewals
- Maintain a record of assigned building keys
- Process property tax payments
- Coordinate with tax preparer and CEO to file state and federal taxes
- Order, organize and store general office and custodial supplies
- Process travel arrangements for staff as needed
- Maintain electronic internal calendar for Meyers Center
- Coordinate maintenance and repair of household and program appliances
- Coordinate emergency plan including monitoring supplies
- Coordinate the process for updating bank signature cards
- Serve as the front-line staff member who interacts with the public, program participants, Board members and community leaders
- Assume majority of responsibility for answering and directing calls
- Accept and sort donations

CEO Support

- Create and produce all materials as requested for Board meetings
- Perform administrative duties as requested
- Provide administrative support to Board of Directors as needed
- Assist with planning and coordination of Staff Appreciation Event

Development & Communications Team Support

- Process all incoming donations
- Assist with data management
- Print and mail all thank you letters
- Lead planning and coordination of Annual Holiday Sale
- Manage the volunteer program, including supervising volunteers at events
- Assist with major donor mailings as needed
- Assist with all fundraising and cultivation events
- Take photos of on-site program activities

Qualifications:

- Computer literacy-training and experience with Windows, Excel, Powerpoint, Publisher
- General office experience in reception; excellent oral and written communication skills; well-honed office management organizational skills; ability to set up and maintain filing and records systems
- Ability to operate, maintain and monitor use of copy machine, FAX machine and other office equipment

- Knowledge of DonorPerfect and Greater Giving or willingness to learn
- Strong interpersonal skills
- Ability to carry up to 25 pounds.

Hours of Work: Full-time position, 12 months per year, non-exempt.

Hourly Rate: \$22 to \$25 per hour, depending on experience; vacation sick leave and paid holidays available

Benefits:

- Paid medical, dental, vision benefits and life insurance
- GIIC Retirement plan/Mutual of America
- Opportunity for 403B (Tax Defer Annuity) and AFLAC/employee paid supplemental coverage

Girls Inc. of the Island City is based in Alameda, CA, and is a local affiliate of the national organization, Girls, Inc. Our mission is to inspire all girls to be **strong, smart, and boldSM**. We achieve our mission through innovative, research-based programs; hands-on, interactive activities; and advocacy. Our after-school and summer programs serve girls ages 6-18, and embolden them to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams.

Interested candidates are encouraged to visit the GIIC website, www.girlsincislandcity.org, and “like” our Facebook page, to learn more about us.

If you are interested in applying or would like to know more about this position, please send email to giicjobs@gmail.com Please type Office Manager as subject.