

Job Description

Job Title	Office Manager – Part Time	FLSA Status	Non-Exempt
Reports To	Senior Director, Constituent Relations and Human Resources	Supervisor Role	No
Department		Effective Date	

Summary of Position

The Office Manager will oversee and coordinate the Foundation's office duties and provide administrative support services to the Foundation. This position exemplifies, supports, and promotes the Foundation mission, values and service excellence standards, and consistently conducts oneself in a manner that promotes Foundation services in an effort to create knowledge, business, and revenue.

Essential Duties and Responsibilities

Donor Services Coordinator

- Processes and enters donations and gifts into donor database
- Performs batch reconciliation into donor database
- Records contributions and donor related background information
- Creates, processes, and mails mail merges for tax acknowledgement letters and notification letters to families who have made memorial gifts in their loved one's name
- Coordinates and directs volunteers to make thank you calls to donors
- Creates donor database batch, demographic queries, and generates reports and mailing lists as requested
- Processes and reconciles all electronic gifts
- Assists with donor special events
- Primary resource for donor inquiries and data entry for new constituents
- Ensures donor related materials are up to date
- Serves as a backup for financial reporting
- Other duties may be assigned or required for the performance of this position

Office Support

- First point of contact for all incoming phone calls, emails, and mail to organization
- Organizes internal and external events, meetings, conferences, and presentations
- Handles matters expeditiously and proactively
- Follows projects through completion, often with aggressive deadlines
- Organizes and summarizes content of incoming materials
- Maintains files, records, reference materials, policies and procedures
- Provides support on projects
- Ensures cost effective procurement of office supplies
- Ensures continuous process improvement of office practices and procedures
- Other duties may be assigned or required for the performance of this position

Skills and Abilities

- Experience in Microsoft Office
- Data entry skills
- Experience with Raiser's Edge data base preferred
- Strong organizational skills

Job Description

- Detail oriented
- Problem solving skills
- Good verbal and written communication skills
- Team player

Education, Experience & Certifications

- Associates degree preferred or equivalent 3-5 years of job experience with required database knowledge
- Valid driver's license and auto insurance required

Work Environment and Physical Requirements

- Operates in a professional office environment and routinely uses standard office equipment
- Occasional travel to off-site meetings and other work locations
- Frequent standing, walking, bending, crouching, and reaching with hands and arms
- Occasional lifting and moving up to 20 pounds

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

EEO Statement: The HAP Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.