



*Connecting people who care to causes that matter for a just and thriving West Marin*

**Job Description: Office Manager**  
**Start Date by November 2018**  
**Open until filled**

**West Marin Fund** is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin. The Fund provides grants and training for local nonprofits, convenes community members to act on important issues and educates people who live, work and visit in West Marin about community needs.

**Position Summary**

The Office Manager ensures the smooth functioning of West Marin Fund's office in Point Reyes Station, CA, including processing checks, preparing donor thank you letters, making entries into Quickbooks, tracking and purchasing office supplies, formatting and printing documents, and ensuring easy-to-use filing and email systems. The Office Manager also plans and coordinates the logistics for organizational meetings and events, collaborating with West Marin Fund's board, staff and advisors to further the organization's mission and growth.

**Success Factors**

- Strong administrative and organizational skills
- Ability to prioritize and meet deadlines
- Attention to detail and high level of accuracy
- Proven experience with Quickbooks, Excel and databases
- Proficiency with Microsoft Office Suite and Mac OS
- Strong communication skills (oral and written - English and Spanish preferred)
- Associate's Degree or three years' relevant work experience
- Commitment to ongoing learning and improvement
- Ability to take initiative while being a team player
- Respect for confidentiality

**Position Details**

- Staff position, 16 hours a week, non-exempt
- Salary: \$55,000-\$62,000 FTE, depending on experience
- Presence in office important but schedule can be flexible
- Start date by November 2018, open until filled
- Skills development provided where needed

**TO APPLY:** Please send your resume and a short statement of interest to [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org) with the subject line Office Manager Application.

## **ESSENTIAL JOB FUNCTIONS**

### **Financial Administration (40%)**

- Coordinate and oversee vendors, contracts and invoices
- Process incoming and outgoing checks, manage petty cash and other financial transactions, and update Quickbooks accordingly
- Prepare thank you letters to donors promptly and update donor database

### **Meetings and Events Planning (40% of position)**

- Maintain Board calendar and prepare Board meeting minutes
- Organize venue and refreshments for Board meetings
- Plan and coordinate logistics for events, including invitations, guest lists and follow up
- Coordinate materials for meetings and events
- Communicate with Board, Advisory Council and volunteers to ensure successful events and follow up

### **Office Management (20% of position)**

- Ensure secure and cost-effective ICT systems, overseeing and where appropriate providing ICT support and training to staff and board
- Maintain office equipment including computers, copier, phones, etc
- Maintain and continuously improve user-friendly filing system to match organizational needs
- Handle phone calls and mail, including email accounts
- Maintain office supplies and keep the office clean and organized
- Document protocols for financial and office administration

### **Additional Responsibilities**

- Ensure compliance with West Marin Fund's policies and procedures
- Complete other duties and projects as requested
- Manage time effectively and maintain deadlines
- Maintain constructive daily working relationships within the organization, among donors and advisors, and with West Marin nonprofits.

### **Performance Evaluation**

Evaluations will typically occur on or before three months from the start date, and then annually, based on established goals.

### **Work Environment/Physical Requirements**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently



is required to stand; walk; use hands to hold, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

*West Marin Fund is an equal opportunity employer. Eligible candidates must be authorized to work in the United States and provide verification to that effect.*