



Routt County United Way

OFFICE MANAGER POSITION DESCRIPTION

RESPONSIBILITIES

The office manager position is responsible for all aspects of running an office. This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Essential Functions

Office

- Answer phone and serve as office receptionist.
- Pick up and drop off mail.
- Log in checks and double check Donation Tracker for correct information from checks.
- Maintain and keep orderly office files (both electronic and paper), storage/garage area and office space.
- Maintain office machines: copier, fax, computers, heating and cooling machines.
- Be the point person for office building maintenance: snow plowing, lawn mowing, and office cleaning. Negotiate contracts.
- Order office supplies for all departments, code the receipts.
- Become proficient at donor database management.
- Maintain donor database, contribution records and send thank you letters.
- Buy postage and prepare mailings.
- Streamline and maintain office computer software systems

Board Support

- Take minutes at monthly board and other standing committee meetings.
- Create board notebooks, maintain board contact list, committee list, board checklist, and support board member agency liaison program.
- Prepare written materials including correspondence, agendas, minutes, and reports.
- Arrange and manage board lunches.
- Invoice and collect board lunch dues.

Business Support

- Insurance: review and maintain insurance contracts for business liability (RCUW), building (443 Oak Nonprofit Center), Director's & Officer's Insurance. Provide certificates of insurance when needed.
- Renew Colorado Secretary of State registration and good standing records annually

- Renew tax exempt status for 443 Oak building with the State
- Prepare 20 to 30 letters for our annual audit
- Update Better Business Bureau, Guide Star and Yampa Valley Gives profiles.

Program Support

- Help with event logistics including \$20K Days, Campaign Kick-Off, and other fundraising events.
 - Reserve banner over Hwy 40 space with Chamber. Drop off and pick up banner after each reservation.
 - Assist Executive Director on \$20K Day food and beverage, supply logistics.
 - Assist Executive Director on Campaign Celebration logistics
 - Prepare workplace giving packets for presentations
 - Order workplace giving thank you gifts
- Solicit in-kind donations for events and campaign
- Assist with Human Resource Coalition correspondence such as yearly agreements
- Produce HRC meeting minutes and correspondence lists.
- Maintain Women United database
- Input Imagination Library registration forms into Imagination Library database.
- Input Imagination Library surveys into survey monkey.
- Support Program Manager with Thanksgiving thank you letters
- Support Program Manager with Holiday Exchange Market thank you letters
- Take Holiday Exchange Market Steering committee meeting minutes

Other Duties

- Assist with agency relations including liaison program and annual funding applications
- Maintain marketing spreadsheet and notebook
- Required to work at the Thanksgiving Community Dinner
- Required to work at the Holiday Exchange Market (early morning hours)
- Other duties as assigned by Executive Director

Qualifications

- College associates degree or above
- Proficiency with computers and experience with MS Office applications such as Excel, Word, PowerPoint and Publisher. Experience with databases.
- Accuracy and attention to detail
- Ability to communicate effectively, verbally and in writing
- Possess great customer service skills
- Ability to relate well with people and communicate in a pleasant and professional manner.
- Interest in United Way's mission and in helping those in difficult circumstances.

SUPERVISION AND EVALUATION

- The Office Manager is supervised and evaluated by the Executive Director.
- Monthly one-on-one touch base meetings will be conducted.
- An annual evaluation will be conducted at the year anniversary of employment.