



Administrative Manager

A Precious Child, Inc. is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

A Precious Child is seeking an Administrative Manager. Our ideal candidate is a motivated individual who can be a utility player and juggle several different tasks at once who is looking to be a part of a dynamic fast-growing team.

The Administrative Manager will provide administrative support for the business needs of the office, primarily the C-Level staff (Chief Executive Officer, Chief Philanthropy Office, and Chief Development Officer). This position requires a proactive problem solver with exceptional communication skills and a meticulous attention to detail. Candidates will have previous experience working in an office environment, performing administrative duties and providing support to senior leadership. The Administrative Manager is relied upon for flexibility and foresight, while maintaining confidences related to strategic relationships and objectives, and contributing to employee satisfaction and mission fulfillment.

Hours: Full-Time, Exempt, 8:30 AM-5:00 PM Monday through Friday with some evenings and weekends. **This is an in-office position.**

Reports To: Chief Executive Officer

Areas of Responsibility:

Support C-Level Staff

- Perform general administrative tasks including answering the phone, emails, mailings, scheduling assistance, document management and other tasks assigned.
- Coordinate CEO's, CPO's, and CDO's calendars, including all scheduling, communications related to scheduling, confirmations of appointments, etc.
- Support C-Level staff's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communication.
- Exercise initiative and judgement in managing and maintaining leadership schedules, including making appointments and making changes to appointments.
- Prepare and send out targeted development solicitation and stewardship emails on behalf of C-Level staff as directed.
- Support C-Level staff with Raiser's Edge input, correspondence, prospecting, gathering reports, and printing portfolios prior to meetings to support outreach and fundraising efforts.
- Assist with post donor/VIP events and meetings by getting notes from C-Level staff and documenting into Raiser's Edge on a weekly basis.



- Monitor and alert C-Level staff to birthdays, anniversaries, and other milestones of VIP donors, Board members, and prospects; prepare cards and gifts as directed to send on behalf of C-Level staff.
- Maintain and refine communications and processes that support the Leadership Team, Boards, key staff and other VIPs.
- Support Boards and Women's' Guild Executive Committee by scheduling, managing communications, preparing printed materials for meetings and agendas, logistics, coordinating food and refreshments, recording minutes, and maintaining official records.
- Coordinate materials for meetings, training sessions, retreats, site tours and other activities of the organization.
- Represent A Precious Child with a welcoming, customer service approach; serve as the official greeter for VIPs, Site Tours and all other office guests.
- Assist with maintaining and updating Raiser's Edge donor database and other software to support operations.
- Work directly with the Database Specialist to produce donor thank you letters, regular reports and updates on fundraising progress. Ensure accuracy, quality and timeliness of information and records related to gift/fund reports and acknowledgement letters.
- Prepare reports, collect and analyze information; prepare presentations.
- Protect operation by keeping information confidential. .

Development and Event Support

- Provide support for fundraising efforts, event planning, follow up and outreach. Ensure all donors are acknowledged and donor demographic information is captured for future data research.
- Assist with email, phone and personal outreach to donors, sponsors, vendors and guests as directed.
- Ensure all contracts are uploaded into the appropriate systems, contacts are updated, expenses are recorded in the budget and in-kind donations are tracked.
- Assist with logistics, communication and stewardship of VIP Events and third-party events, including timely post-event thank yous and photo disbursement as necessary
- Coordinate arrangements and logistics for keynote speakers, guest speakers and VIPs.
- Assist with donor and P2P fundraiser logistic questions for campaign preparation, duration and follow-up.
- Assist with data entry in Raiser's Edge that pertains to events and campaigns.
- Ensure proper and timely stewardship acknowledgment and coordinate year-end VIP gifts to be secured, assigned and distributed.

General

- Run errands for the CEO and other executives.
- Continually evaluate administrative practices and recommend improvements as appropriate.
- Assist with answering and forwarding to appropriate staff member the contactus@apreciouschild.org emails for the organization



- Liaison with our IT support company, provide simple tech support to staff (i.e. issues with phones, internet, etc.)
- Complete research on topics, best practices or needs for the organization.
- Assist with mailings, invitations, and thank you's.
- Provide clerical and general office support to other departments. Delegate tasks and responsibilities to other staff members when appropriate.
- Opening, sorting, and distributing correspondence, including email and mail.
- Ordering and maintaining all office supplies as needed.
- Ensure operation of office equipment, order maintenance when necessary. Troubleshoot malfunction of office equipment.
- Support staff with general data entry as needed.
- Other duties as assigned.

Experience & Qualifications:

- Enthusiasm and passion for A Precious Child's mission and vision.
- Minimum of four (4) years of experience providing administrative support to a work group or department, including providing support for executive-level managers. Familiarity with nonprofit operations is highly desirable.
- High level of proficiency with Microsoft Office 365 including advanced skill with Outlook, Word, Excel and PowerPoint.
- Experience with Raiser's Edge preferred.
- Must be able to work independently with sound judgement, deal with changing situations, and ability to multi-task in a fast-paced environment. This position requires the ability to evaluate urgent, sensitive and confidential issues with tact and diplomacy.
- Excellent written communication skills, including proofreading, editing, high proficiency in grammar, spelling and document production.
- Excellent oral communication skills.
- Excellent problem-solving, organizational, and time management skills.
- Ability to build rapport with a wide variety of stakeholders and communicate effectively and with a friendly demeanor.
- Outstanding organizational skills including the ability to plan and prioritize work responsibilities and work delegated by others.
- Ability to work in a fast paced, high energy environment
- Ability to manage deadlines with flexibility.

Compensation: \$50,000-\$60,000 with a competitive benefits package including PTO, health, dental and life insurance with a matching 401k option.

To Apply: Please send your cover letter, resume and salary requirements to Jobs@APreciousChild.org with the subject line, "Administrative Manager"

For more information about A Precious Child visit APreciousChild.org.



Equal Employment Opportunity: A Precious Child is committed to a policy of equal employment opportunity. The organization will not discriminate against employees or applicants for employment of any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, national origin, physical or mental disability, age, political affiliation or belief, or any other protected group status as defined by law. A Precious Child will also not discriminate against employees or applicants based on sexual orientation.