Administrative Manager

SUMMARY

The Administrative Manager is a full-time salaried position, working closely with and reporting to the Chief Operating Officer while collaborating closely with the Executive Director, and team. The Administrative Manager is responsible for providing support to the I Live Here I Give Here team in line with mission and goals.

The position manages the organization's database administration and assists the Executive Director, Chief Operating Officer, and other staff to spearhead administrative activities across the organization and its programs. They support the execution of Board of Directors meetings, Amplify Austin, The BIG Give, See Jane Give, Give Back Jack, Austin Involved Board Internship Program, Giving Tuesday, and other initiatives involving nonprofit member and donor participation as well as strategic plan work.

The Administrative Manager will be evaluated based on achievement of goals set in partnership with the Executive Director and Chief Operating Officer.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Support the administrative needs of the Executive Director and Chief Operating Officer including scheduling and preparing for meetings and booking calendar appointments.
- Office manager and administrator of meeting needs.
- Salesforce database administrator, and management of all prospect and donor data, mailing lists, and information sources.
- Responsible for execution of donor and stakeholder mailings, list maintenance, and stewardship activities.
- Assist with project execution and components of core programs, events, and communications.
- Support donor, customer, nonprofit, intern, and volunteer management and relations.
- Assist with customer relations, volunteer management, and nonprofit support during programs.
- Assist with the creation of proposals, program materials, and communications.
- Support the preparation and execution of board meetings.

Position description for informational purposes and is not an exhaustive list of all responsibilities. Additional duties that are consistent with the responsibility level of this position may be assigned.

REQUIREMENTS

- A bachelor's degree or comparable work experience, preferably related to administrations.
- Strong written, verbal and interpersonal communication skills.
- Must have a passion for philanthropy and its impact on community improvement.
- Must be a strategic thinker and communicator.
- Organized, results driven, detail oriented with strong project planning and execution skills.
- Skills in database and data management for customer relations.
- Ability to work independently, collaboratively, quickly, and under pressure and effectively with others to set goals, resolve problems, prioritize, and make decisions.
- Positive attitude with a proactive approach.

- Proven experience with Salesforce database administration, and Microsoft Excel, PowerPoint and/or Adobe CC for presentation and proposal creation.
- Ability to work collaboratively, quickly, and under pressure and effectively with others to set goals, resolve problems, and make decisions.

The position is full- time. The salary is $40,000/year commensurate with experience and includes health insurance, paid time off, and paid holidays.

To apply please send your resume to: **resumes@ilivehereigivehere.org**

About I Live Here I Give Here
I Live Here I Give Here's mission is to make Central Texas the most generous community in the nation. Programs like Amplify Austin Day, See Jane Give, Give Back Jack, Giving Tuesday, and the Board Internship Program are designed to help locals find the issues they care about and take action to be part of the solution. By inspiring new and young givers, volunteers, and activists to make an impact on the community where they live, I Live Here I Give Here is ensuring that philanthropy in Central Texas grows and lives on for decades to come. For more information, visit **ILiveHereIGiveHere.org**.

Commitment to Diversity and Inclusion
I Live Here I Give Here provides equal employment opportunities (EEO) to all team members and applicants according to their experience, talent, and qualifications for the job without regard to race, color, national origin, religion, age, disability, sex (including pregnancy, gender stereotyping, and marital status), sexual orientation, gender identity, genetic information, military/veteran status, or any other category protected by federal, state, or local law in every location in which the company has facilities. I Live Here I Give Here believes that diversity and an inclusive company culture are key drivers of creativity, innovation and performance. Furthermore, a diverse workforce and the maintenance of an atmosphere that welcomes versatile perspectives will enhance our ability to fulfill our vision of creating the most generous community of givers, volunteers, activists, and businesses.