



## Restore Oregon Office Manager Job Description

Email resume to [peggym@RestoreOregon.org](mailto:peggym@RestoreOregon.org) by January 15, 2017

Hours: 24 hours/week (.6 FTE)

Reports to: Restore Oregon Executive Director

**Background information:** Restore Oregon is a statewide 501(c)(3) non-profit organization founded in 1977 and a partner of the National Trust for Historic Preservation. Our mission is to preserve, reuse, and pass forward the historic places that make our communities livable and sustainable. Our office environment is suited to self-directed, positive, entrepreneurial individuals who are collaborative, adept at multi-tasking, and possess a contagious enthusiasm for saving historic places.

**Role:** The primary function of the Office Manager is to ensure that bookkeeping and supporting operational functions of the office are timely, efficient, and accurate; and supporting technology systems and tools are in place to facilitate the accomplishment of Restore Oregon's mission and strategic plan. This role is executed in close coordination with the Treasurer, Development Director, and Marketing Manager.

**Responsibilities:** include, but are not limited to:

### Bookkeeping & Payroll Administration

- Record revenue and expenses in Quickbooks and track against budget.
- Monthly account reconciliation
- Process accounts payable and receivable and employee expense reports, ensuring timely, accurate and complete documentation.
- Work with CPA to prepare information for year-end taxes.
- Report payroll hours to payroll company; maintain payroll records.
- Generate monthly financial reports (P&L, Balance Sheet, and restricted funds)
- Track and manage insurance policy renewals.
- Facilitate annual Workers Compensation audit

### Systems & Website Administration

- Manage web site hosting, platform, tools, plug-ins, and ensure back-up. (Content management by Marketing Manager)
- Manage online e-commerce transactions, including memberships and event ticket sales, and fulfillment.
- Report website analytics and social media statistics monthly in Dashboard Report.
- Maintain and administer office systems, including Office 365 software platform, email, and contact management system (currently Salesforce); off-site documents backup and storage; user licenses; domain names; phone and internet systems.

### Membership & Fund Raising Support:

- Update and maintain member/donor records in database and run membership reports.
- Execute marketing or membership renewal mail or email campaigns and other fund raising efforts per direction from the Development Director or Marketing Manager.
- Record all donations including website orders in database.

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- Send Thank You letters and donation receipts.

### **Events**

- Procure insurance certificates for events.
- Coordinate event logistics and volunteers in collaboration with Development Director or Programs Manager.
- Coordinate event ticketing and RSVPs.

### **Marketing**

- Execute bi-weekly e-newsletter and manage email lists (content developed by Marketing Mgr)
- Support marketing campaigns, newsletter production, social media, and other marketing-related activities.

### **Office management:**

- Organize and maintaining neat, orderly space.
- Oversee computer, phone, and office systems; research and purchase equipment as approved.
- Maintain the Employee Handbook and Operations Manual and ensure they include key accounting, operations, and program management (ie MCM Home Tour) information; make updates as directed.
- Organize and maintain Restore Oregon files (digital and paper) and databases.
- Manage printing and office supplies.

### **General**

- Answer and route phone calls and email.
- Route mail and correspondence.
- Compile and provide Dashboard reports, minutes, and agendas when necessary
- Order/pickup food and supplies for board meeting
- Manage special projects as requested

### **Skills required:**

- Proficiency in non-profit bookkeeping – including restricted funds management – and Quickbooks software.
- Experience managing to a budget, project management, vendor management.
- Attention to detail; excellent organizational, analytical, and problem-solving skills; self-directed, and able to multi-task.
- Advanced proficiency in MS Office; proficient in Salesforce contact management; Vertical Response or Constant Contact e-news platforms, Photoshop, Illustrator, WordPress, Google analytics; a basic grasp of CSS and PHP preferred.

**Physical requirements:** Ability to read a computer monitor, able to sit at a desk for extended periods of time, move about an office, lift boxes of files and move typical office furniture and equipment.

**Education & background requirements:** At least two years' experience in office administration, including non-profit bookkeeping, systems, database, and email/mail campaigns. Must be comfortable working in an entrepreneurial, fast-paced environment and have a passion for making things run smoothly, efficiently, and accurately. Minimum two-year college degree in applicable field; experience with website management is a plus.