

POSITION DESCRIPTION

Title: Office Manager

Reports To: Vice President / Chief of Staff

SUMMARY

The Office Manager is responsible for day-to-day management of Foundation operations, to include office/facilities operations and IT management, supports executive leadership with human resources administration, operational requirements, and manages special projects as assigned by the Vice President / Chief of Staff.

DUTIES AND RESPONSIBILITIES

Office/Facilities Management

- Manage day-to-day operations of phone system, technology and office equipment including acting as liaison with the vendors
- Manage office facilities in coordination with building management as needed and serve as primary point of contact for all office maintenance issues, parking requirements, and rent payments
- Manage office-wide fixed assets; maintain inventories, manage property acquisitions, removals, and repairs in a timely manner
- Manage office-wide conference room, out-of-office, and events calendars
- Audit, order, organize and maintain all office supplies, technology, furniture, groceries, kitchen supplies and materials
- Serves as primary point of contact for staff and vendors for daily office operations
- Maintain all public spaces and the storage area
- Conduct professional and warm interactions with both internal and external stakeholders; greet, welcome, and assist all visitors
- Perform daily office opening and closing duties in a timely manner
- Respond to all incoming telephone, email, and mail communications, handle as necessary or forward to appropriate staff
- Act as office notary for all necessary documents
- Provide support for internal and external meetings; including logistical set-up, catering, location, and any other needs that arise

IT Management

- Manage all 3rd-party operations and IT consultants and vendors, to include office equipment, computer hardware, phones systems, teleconferencing equipment, and associated software
- Coordinate conference room meetings and support set up (IT and AV equipment) of conference rooms for hybrid and/or virtual meetings
- Monitor and serve as first point of escalation for staff issues, complaints, and challenges as it relates to computer and IT systems reviewing and troubleshooting any trends
- Serve as primary administrator of Foundation's phone system and software
- Ensure and monitor data retention and cybersecurity procedures to provide protection of the Foundation's assets

Human Resources Administration

- Support the Vice President / Chief of Staff with the annual performance review process; ensure meetings are held with supervisors and signed performance reviews and individual performance plans are filed in personnel files
- Monitor local, state, and federal legislation to ensure HR policy and procedures are in legal compliance
- Ensure HR policies, procedures and the employee handbook are reviewed and updated annually for approval by the Vice President/Chief of Staff
- Primary point of contact for all vendors relating to human resources including benefit brokers
- Manage the recruiting and interview process when necessary: post job announcements, coordinate and participate in interviews, and manage the selection process including background checks and offer information
- Manage the onboarding process for new hires
- Process and administer all forms and documentation for resignations, retirements, or terminations
- Plan and coordinate birthday, and anniversary celebrations

Operations Management

- Support the Vice President / Chief of Staff in all aspects of the Foundation's operations and managerial support functions, and complete tasks and correspondence as requested
- Manage the annual operations budget
- Manage the benefit programs, including enrollment and administration, and educate and inform staff of current and new benefit programs as needed
- Manage the Foundation's policy and procedures software system (Salesforce)
- Manage the Foundation's Business Risk Insurance renewal process
- Manage the Foundation's Record Retention Policy
- Ensure electronic records are well-maintained and in accordance with the electronic file guidelines; coordinate annual maintenance of electronic files with staff, including quarterly data management days
- Coordinate and complete special projects as assigned

QUALIFICATIONS

- Associate degree or 3+ years of equivalent experience
- HR experienced required
- Advanced computer skills using Microsoft Office and office A/V technology
- Excellent organizational and project management skills with attention to detail
- Strong interpersonal, verbal, and written skills
- Ability to be licensed as a Notary Public

WORKING ENVIRONMENT

- This is a full-time office position from 8 a.m. to 5 p.m., Monday through Friday, not remote or hybrid
- Occasional evening and weekend work required

- Occasional lifting of up to 45 lbs.
- Proof of COVID-19 vaccination required
- Join a team of people with a passion for the promise of Colorado and the potential of Coloradans

BENEFITS & COMPENSATION

- Base salary from **\$55,000-\$70,000** per year
- The Foundation currently offers medical, dental, vision, life insurance, long-term disability insurance benefits, and 401(k). Time off benefits include PTO, sick leave, paid holidays, and bonding leave, along with an educational assistance plan.

Approved By: Waldo Martin, Vice President / Chief of Staff

Date Approved: 11.19.2021

Reviewed: Audra Palakodety

We believe in the promise of Colorado and the potential of Coloradans. Every day we champion excellence across our state by investing in our most talented citizens and high-potential organizations, because supporting their hard work and leadership will enable them to give back for years to come.

We leverage the power of collaboration and connection. The Boettcher Foundation transforms communities by investing in courageous leadership and community building.