

Community Foundation of the Virgin Islands
Office Manager, Job Description

The Community Foundation of the Virgin Islands (CFVI) is a non-profit, community foundation that collects, administers and distributes philanthropic funds as part of a permanent endowment to improve the quality of life in the U.S. Virgin Islands.

This is a key position reporting to the Director of Operations and Programs. Office Manager represents the Foundation in terms of customer service and public relations. The Office Manager ensures that the Foundation's office is running efficiently, is properly equipped and stocked and that the office is neat and professional in appearance. The Office Manager is expected to develop a thorough knowledge of the foundation and its activities in order to communicate effectively with and provide support to other staff members and the Foundation's outside constituencies. The Office Manager represents the Foundation in terms of customer service and public relations.

Working Hours: 9:00 A.M. – 5:30 PM

RANGE OF DUTIES AND RESPONSIBILITIES

General:

Assist with gifts, grants and scholarship processing. Perform data entry, photocopy documents, sort mail, process newspaper articles, make bank deposits. Type correspondence, oversee the administration of special projects, prepare meeting materials and maintain a filing systems for all CFVI business, including funds, projects, and financial records.

Public Relations:

Answer the Foundation's phone in a courteous and professional manner. Work to ensure that calls are answered personally, in an effort to limit the use of voice mail. Respond directly to caller questions whenever possible. Maintain the Foundation's website with weekly updates. Assist the Director of Donor and Public Relations with media-related issues and the maintenance of a current catalog of all media coverage of the Foundation.

Office Management:

Maintain office supplies and office equipment. Provide general facilities management, including the overall appearance of the office. Serve as the point of contact for CFVI staff and consultants when equipment problems occur, including phone, copier and computer related problems. To liaise with landlord re building and its maintenance.

Assistance with Grants Management

Assist in the production of databases for grant applicants. Assist in the preparation of documents and packages for the grant/scholarship committees' review. Assist with the production of CFVI Newsletters and Annual report.

Meetings and Events:

Maintain office calendar; assist with meeting preparations; Make travel arrangements; Prepare mailing and presentation materials; set-up meeting site with supplies, food, and beverages; Take and record minutes of the meetings. Identify and coordinate volunteer projects. Assist with planning and executing public events such as the annual meeting; donor events such as the Angel reception.

RECOMMENDED SKILLS AND ABILITIES

Personal: Ability to work as part of a team and take initiative. Ability to accept responsibility for duties assigned by various staff members. Thoroughness and attention to detail; Self motivated, Flexible, with a sense of humor.

Organizational: Strong knowledge of office procedures; Ability to prioritize and manage a great variety of tasks and projects; Ability to perform duties requiring independent judgment with a minimum of supervision. Willingness to anticipate what needs to be done and follow through.

Computer: Thorough knowledge of Windows 98 and Word 97. Experience with Microsoft publisher, Excel and other databases helpful. Ability to learn new applications with a minimum of supervision.

Communication: Ability to write and speak in a clear, concise and grammatically correct manner; Ability to relate well and communicate effectively and pleasantly with the public and other foundation staff.

Starting Salary: subject to experience

6/12/2006