



POSITION DESCRIPTION

Title: Office Manager

FLSA Status: Salary, Exempt

Department: Administration

Reports To: Executive Director

About Us

AMPT: Advancing Nonprofits (AMPT) is a capacity-building organization committed to strengthening the organizational health and supporting long-term development of small nonprofits on Chicago's West and South sides. AMPT prioritizes Black and Latine leaders working to amplify, build power within, support communities of color in thriving and living happy healthy lives while simultaneously working to transform philanthropy by addressing systemic racial inequities and serving as a model for anti-racist systems and processes.

Position Overview

The Office Manager is a new role on AMPT's Administrative team. The role is divided into two main areas: (1) providing comprehensive administrative support to the Leadership Team and (2) managing the execution of all operational needs agency-wide to ensure a strong, healthy, and innovative organization. Reporting to the Executive Director, the Office Manager is responsible for ensuring the Leadership Team has the support and systems needed to achieve optimal performance. They work with the Leadership Team to streamline processes and create efficiencies across the organization. The Office Manager works both internally with colleagues and externally with board members, donors, community partners, and vendors to ensure alignment with AMPT's mission. Their work builds AMPT's capacity. To that end, the Office Manager will focus on leadership team support and organization operations.

Essential Duties & Responsibilities

Leadership Support:

- o Clerical support: support calendar scheduling, expense reporting and submissions, mailing letters and packages, note-taking, documentation, and filing/file infrastructure (Google Drive), and transcriptions and duplications.
- o Meeting and events logistical support: room booking, food ordering, reservation making, correspondence, calendar items, reminders, deliveries, supply procurement, etc.
- o Board Infrastructure Support: Provide clerical, logistical and process management support for the execution of board-related activities, as requested.



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- o Project management: support project management on key organizational priorities as advanced by the Leadership Team, as requested. Provide exceptional logistics on projects managed.

Operations Management:

- Participate in strategic planning, budgeting, and evaluation processes to inform organizational strategy and action plans
- Assist in annual administrative and shared expense projections, conduct regular financial reforecasts, and help manage expenses to the annual budget
- Implement strategies to create efficiencies in existing systems and processes
- Manage the office in partnership with Chicago Cares operations team
- Support Director of People & Programs in planning and implementation of organizational culture processes, including: staff lunches, celebrations, appreciations and retreats
- Support Director of Development in all aspects of event planning and execution
- Lead all aspects of onboarding, both virtual and in-person
- Manage and update staff on new technologies and procedures
- Collaborate with different teams to foster and document the exchange of ideas and provide cross-team learning opportunities
- Identify new tools in line with the agency's growth and expand the agency's capacity

Please note: this list of responsibilities is not exhaustive. Complete other duties as assigned.

Competencies

- Cultural competence, a commitment to advancing equity and the practice of anti-racism.
- Emotional intelligence and diplomacy.
- Strong relationship development and management to ensure when exposed to tension, relationships with staff, partners, and vendors persist.
- Accountability, transparency and candor, a willingness to say and hear no, to take feedback productively and engage productive conflict.
- Strategy, influence and negotiation as advisor, pusher, and strategic risk-taker.
- End-user design and project management, ensuring projects are designed and managed with the end user/end goal in mind.

Requirements

- A 3-year proven track record in executive support and/or operations.
- Demonstrated commitment to AMPT's mission and to social, economic, racial justice



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- Demonstrated experience in business, office administration and/or administrative support.
- Excellent project management skills, including ability to manage multiple assignments with ability to prioritize and meet deadlines.
- Ease and experience working with individuals and groups from diverse cultural, ethnic, and geographic backgrounds. Ability to practice creativity and flexibility.
- Excellent Apple and application skills, including Office 365, Google Suite, Asana and Zoom.
- Ability to take initiative, work independently, meet deadlines, and handle multiple projects in a rapidly changing, agile environment – including interruptions and adjustments to priorities.
- Excellent written, verbal and interpersonal communication skills.
- Excellent collaboration skills, including the ability to navigate conflict, hold others accountable productively, delegate effectively and structure group processes.
- Ability to maintain a flexible schedule that may require work outside of traditional hours, including the ability to work occasional evenings and weekends.
- Ability to adjust to various physical and environmental conditions as the position may require (computer work, sitting or standing for long periods of time, etc.)

Salary and Benefits

This is a full-time, exempt position with a salary range of \$56,000 - \$65,000 per year dependent on the candidate's preferred skills and experience.

Benefits include:

- Flexible work schedule.
- This position is hybrid: Mondays and Thursdays in office, occasional extra days
- Group medical (PPO or HMO) for the employee (90% coverage) and dependents
- Group dental available for employees and dependents.
- Vision coverage for the employee
- Group life insurance and L/STD insurance for the employee (100% covered by AMPT)
- Access to 401(k) retirement plan after three months with a 4% employer match
- Unlimited PTO
- 12 weeks paid parental leave
- Two all staff, paid, wellness weeks where the office is closed

Application Instructions

E-mail resume with cover letter to: admin@amptchicago.org with the job title in the subject line.

No telephone inquiries or applications via job boards accepted.



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Vaccination Status

In the spirit of caring for one another and our community, please note that upon accepting an offer of employment from AMPT: Advancing Nonprofits, you will be required to share proof of a Covid-19 vaccination. The requirement is subject to accommodation in compliance with applicable laws and regulations.

Position Location

This offer is contingent on the successful completion of the pre-employment process and compliance with AMPT Residency Policy, which states: employees are expected to establish and maintain residency in the Chicago Metropolitan Region and maintain residency throughout their employment with AMPT. The six-county Chicago Metropolitan Region includes the counties of Cook, DuPage, Kane, Lake, McHenry, and Will Counties.

OUR COMMITMENT TO EQUITY

AMPT: Advancing Nonprofits is committed to a community driven, anti-racist approach to service and integrating diversity, equity, and inclusion meaningfully into our practices, structures, and culture. We are an equal opportunity employer and do not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by applicable local, state, or federal laws. We strongly encourage all interested candidates including all interested Black, Latine, Indigenous, and others who identify as nonwhite, people with disabilities, members of the LGBTQIA+ community, and those with lived-experience with racism and/or misogyny to apply for this role.