



Office Manager 20-30 hours/week (flexible)

Business Volunteers is seeking an Office Manager to support administrative and operational activities in our office in Federal Hill. This position is a flexible, hybrid role with the exception of Tuesdays and certain Wednesdays that are required to be in the office for the typical working day (9-5). We are willing to work with the right candidate for a mutually agreed up schedule for the remainder of the week.

The ideal candidate is detail-oriented and proactive, anticipating executive, Board of Directors, public, and staff needs. We need a strong and professional communicator to work closely with a wide range of stakeholders. The candidate embraces a role that requires balancing many tasks and people, being highly organized, and crafting well-written correspondence. Our office environment is fast-paced, fun, engaging, and high-energy; we work collaboratively and support each other in our daily work projects. Office management experience is desired; Human Resources and Quickbooks experience is a huge plus.

We are also seeking a candidate who is passionate for our mission and eager to join a purpose driven team. This candidate should be eager to support Business Volunteers in our work connecting businesses, professionals, and nonprofits, and should be an advocate for our work and willing to roll up their sleeves to support the effort. The Office Manager will be involved in all major organization-wide events and be expected to participate in service projects throughout the year that involve working directly with the businesses and communities we serve.

About Business Volunteers Maryland

Business Volunteers Maryland is a nonprofit organization. We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between businesses and nonprofit organizations. Now in our 20th year, our team has built a reputation as the one-stop resource that brings talented business professionals to nonprofit organizations seeking volunteers, civic engagement, and board leadership.

The Office Manager is responsible for a variety of activities including:

- Provide business operation and office support including: coordinating office systems, technology services, organizational calendars, and office communication; serve as primary point of contact with incoming inquiries from the public and vendors to ensure all staff have access to tools and required functionality; Maintain filing system for vendors, board, staff, organizational registrations, and technology information; Order and maintain all supplies, collateral, and other materials needed by the office.
- Manage finances and accounts, support staff Accountant in record keeping and invoicing, tracking collections using QuickBooks online and in Salesforce.
- Support HR by coordinating with the benefits consultant, open enrollment, communicating benefits changes to staff, managing the hiring process, maintaining employee records, and supporting on-boarding activities for new employees.

- Provide administrative support to the President & CEO and Deputy Director including assisting with all Board of Director and Advisory Board activities such as scheduling, meeting preparation, record keeping, and tracking board engagement.
- Coordinate donor reporting and correspondence (includes foundations, individuals, businesses), ensure that gift acknowledgements are sent and maintain contribution spreadsheets and systems. Document communication in SalesForce.
- Qualify all incoming leads to determine scope of opportunity; document requested data and provide appropriate staff members for follow up in a timely fashion.
- Other duties as assigned, including:
 - Program support
 - Event planning/support
 - Caterer management

Compensation

Compensation range from \$ 20.00 – 30.00 per hour, commensurate with experience. This position is paid hourly and does not include health benefits.

To apply

Send a resume and cover letter to: aganser@businessvolunteersmd.org. To expedite the review process please type your name (Last, First) and "Office Manager Application" in the subject line of your e-mail. No phone calls please.

*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation, or any other characteristic protected by State or Federal law.