

Mano a Mano International Partners
Job Description: **Office Manager**

This position reports to the Executive Director and includes the following duties:

1. Office Management – 20%
 - a. Maintain in easily accessible order both computerized and paper files of letters, grant related materials, reports, documents, photos, program information materials and other information required to operate the organization
 - b. Manage daily administrative functions – mail, paying bills, purchasing office materials, translating materials in English and Spanish, bookkeeping (Quickbooks), and other office needs
 - c. Be primary contact person for US office to respond to phone calls, emails, and visitors to office
2. Manage Volunteer Program – 25%
 - a. Determine the volunteer needs of the organization
 - b. Recruit sufficient capable volunteers to meet the defined needs
 - c. Schedule and supervise work of volunteers, individual and groups
 - d. Train volunteers as necessary and offer updates on program developments
 - e. Maintain volunteer database
 - f. Plan and implement best strategies for recruiting volunteers
 - g. Plan and organize volunteer recognition events
3. Manage Medical Surplus Program – 10%
 - a. Maintain clear and complete records of in-kind cargo transport to Bolivia
 - b. Complete all applications for transportation for reimbursement
 - c. Ensure accurate inventory of medical donations and thank donors their contributions
 - d. Assist the Director of Operations in overseeing all transporting processes
4. Assist Fundraising Efforts – 40%
 - a. Maintain donor database and generate donor reports (Salesforce for Nonprofits)
 - b. Oversee craft inventory and artisan sales
 - c. Maintain annual grant request and report deadlines for all proposals
 - d. Maintain a comprehensive and accessible electronic filing system as required
 - e. Review report outcomes from counterpart organizations and update multi-year reports for files as required
5. Support Board of Directors – 5%
 - a. Assist Director to prepare materials for Board meetings
 - b. Send information to Board members as requested by the Director
 - c. Update and revise Board policies and procedures as required

Minimum Qualifications:

- Bachelor's degree in social sciences, international relations, or related field
- Excellent spoken and written communication skills in both English and Spanish

- Flexible schedule (some evenings and weekends may be required)
- Excellent interpersonal skills
- Demonstrated capacity to organize, manage and simplify complex processes
- Demonstrated capacity to schedule, organize, and manage the work of volunteers
- Knowledge of processes used to obtain funding for a non-profit organization
- Capacity to lift 50 pounds and to palletize medical supplies and equipment as required
- Valid Minnesota driver's license
- Strong computer skills with proficiency in Microsoft Office products and CRM/donor database software highly preferred