

# Long Island Community Foundation

**Title:** Office Manager

**Reports To:** The office manager works closely with the executive director to manage and maintain all administrative aspects of the office to ensure the smooth and efficient operation of the organization.

**Job Requirements:** The Office Manager is a key position in a fast paced environment. The position requires excellent communication skills and the ability to work well with all levels of internal management and staff, donors, applicants and vendors. The ideal candidate will possess strong organizational skills, be detail oriented, able to work independently and multi-task. Project coordination experience and extensive software skills are required.

## **Responsibilities:**

### General & Administrative

- Schedule board, committee and other meetings as requested; coordinate arrangements and draft minutes as required
- Maintain vendor relations for office equipment, supplies, services and review and process invoices
- Maintain vacation, sick and personal day logs and forms and ensure timely and accurate reporting
- Process and maintain records for staff expense reports
- Manage and maintain both electronic and paper files
- Respond to internal and external inquiries
- Review and distribute incoming mail
- Provide assistance as needed with special projects, donor events, etc.

### Grant Administration

- Develop timeline and schedule meetings and due dates for grants processes for each grant cycle, and coordinate with The New York Community Trust
- Manage proposal intake and processing
- Prepare grants docket for LICF board approval
- Generate reports for program officers on non-advised grants work flow, proposal status, overdue reports, spending patterns, etc.
- Assist program officers with requests for additional information from grantees, fiscal agents, etc.
- Process paperwork for non-advised grants program and coordinate with The New York Community Trust, including but not limited to preparation of grant award and declination letters, payment releases, etc.
- Monitor and track grants budget and balances of non-advised funds

- Manage and maintain the File Maker Pro database including all data entry and act as primary liaison with database developer to provide necessary system enhancements and to ensure optimal system performance

**Qualifications and Skills Required:**

- Bachelor's degree preferred in Business Administration a minimum of 5 years professional experience
- Excellent interpersonal, verbal and written communications skills
- Demonstrated leadership ability, with expertise in working independently as well as in leading small teams
- Proficient in Microsoft Office and database management
- Excellent organizational and time management skills with ability to work under pressure and manage multiple projects simultaneously
- Team player with results oriented attitude
- Knowledge of Community Foundations preferred

**Salary:** Compensation is competitive based upon experience.

**Application:** Deadline to submit application: October 5, 2016

Application is by electronic submission only. To apply, submit cover letter resume and writing sample to [dmokorn@licf.org](mailto:dmokorn@licf.org)

**LICF is an Affirmative Action – Equal Opportunity Employer**

**The Institution:** Since 1978, LICF has assisted donors of all means to effectively and efficiently support the issues they care about most. Through the stewardship of LICF, more than \$155 million has been granted from hundreds of funds established by individuals, families and businesses to improve the well-being of the people and communities of Long Island and beyond.

The mission of the Long Island Community Foundation is to enhance the well-being of the people and communities of Long Island.

The Foundation does this by:

- Providing leadership in the identification of current and future community needs, and building a permanent endowment to address these needs;
- Strengthening, through effective grantmaking and technical assistance, the capacity of the Island's not-for-profit sector to respond to community needs;
- Offering comprehensive services to donors, thereby supporting and enhancing their philanthropy;
- Working cooperatively with others seeking to encourage philanthropy on Long Island, or otherwise to support the mission of the Foundation.