



## **Office Manager/Assistant to the President**

**Reports To:** President

**Status:** Full Time

**Classification:** Exempt

**Approved/Revised Date:** May 2020

### **Summary:**

The Office Manager will oversee the general administrative function and activities of the organization. The person in this role acts as the central point of communication in the organization, working with all staff members, donors, and contractors, oftentimes by phone. In addition, assists the President in administrative functions and Board meetings and activities.

### **Organizational Duties and Responsibilities:**

1. Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
2. Supports and facilitates positive interaction with others by exhibiting: Individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
3. Exhibits effective writing, organizational, time management, and interpersonal, written, and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.
6. Effectively manages the operations of the office, providing support to staff and specifically the President.

### **Essential Duties and Responsibilities:**

1. Enters donor data into eTapestry with complete accuracy, as well as copies and files donor checks after data entry. Runs donor reports in eTapestry as requested.
2. Serves as short-term back up to Staff Accountant.
3. Schedules and communicates Board and committee meetings to members. Prepares materials and manages PowerPoint presentation for Board meetings. Files Board of Director and Board Committee documents, reports and minutes.
4. Schedules donor meetings, prepares materials, and sends out meeting reminders at the request of the President.
5. Responsible for general filing, both paper and electronic plus handling petty cash.
6. Maintains Board contact information and serves as primary contact for general Board communication. Works with Board Secretary to prepare materials for monthly Board meetings. Communicates with committee chairs to ensure support as needed.

7. Manages and organizes the Google Doc folders for staff.
8. Communicates with vendors over the phone as needed for office management.
9. Performs general office management including ordering office supplies and managing deliveries.
10. Communicates maintenance issues to appropriate party as requested by facilities or horticulture staff.
11. Responds to donor and customer requests by phone and email.
12. Performs other duties as assigned.

**Specific Skills:**

Must be self-motivated and detail-oriented. Requires experience working in an office setting and as part of a team. Will have excellent accounting skills, and the willingness to learn more. Must have both the ability to complete projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers.

Requires employee to be proficient with computers, in Microsoft Office programs, to be competent from a technology perspective with word processing and spreadsheets, as well as other computer communication systems competencies such as Zoom, Microsoft Teams, or Skype.

**Supervisory Responsibilities:**

No supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Minimum of a Bachelor's degree preferred, with a minimum of three years' experience in an office setting. Skilled with computers, Mac, Microsoft Office, QuickBooks, eTapestry.

**Language Skills:**

Ability to read, write, and converse in English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**Mathematical Skills:**

Quantitative/mathematical ability (addition, subtraction, multiplication, division.) Ability to apply concepts of basic algebra and geometry.

**Certificates, Licenses, Registrations:**

Current driver's license and insurable driving record required. Must have a current notary license for the state of Kentucky, or obtain license within six months.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Over the course of an 8-hour day, the employee may be required to perform manual labor. Ability to stand, walk, sit, use hands to finger, pull, handle, or feel, reach with hands and arms, climb ladders, kneel. The employee must be able to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be physically able to operate power equipment.

**Work Environment:**

Must be able to work a typical 40-hour work week. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary range is \$35,000 – 45,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; and, flex spending account.

To apply please send resume and cover letter to [info@waterfrontgardens.org](mailto:info@waterfrontgardens.org).

Application deadline: September 9, 2020

*Waterfront Botanical Gardens is 501©3 organization building an urban botanical garden on a former landfill in Louisville, Kentucky. The master plan was designed by renowned American architecture firm, Perkins + Will. Phase 1 of the Gardens opened in October 2019 and features the Graeser Family Education Center, an elegantly-designed education center that introduces visitors to the beauty and sustainability of the surrounding gardens and is available for wedding, corporate and other private event rentals.*

*After donations to the project from public and private donors exceeded \$16M, construction is continuing in 2020 to include the The Robert W. Rounsavall, Jr. Family Foundation Plaza Fountain, the Beargrass Creek Pathway and Ellen T. Leslie Botanical Classroom complex, as well as additional native gardens and pollinator gardens. In addition, fundraising is underway for the Japanese Garden which will be built in the next two years.*

*The non-profit is run by a staff of 13, and volunteer Board of Directors (24) and 250 volunteers. The entire project is estimated at \$65 mil. Entry to the Gardens is free at this time, and is funded primarily by donations, grants and event rentals.*