



The Mission of the Foundation is to attract and invest permanent resources, with the purpose of enhancing the quality of life for the residents of the Mahoning Valley and future generations, in accordance with the charitable intentions of its donors.

Community Foundation of the Mahoning Valley

Position Title: Office Manager

Reports directly to the President

Job Summary:

Position is responsible for office management of CFMV. The Office Manager is specifically accountable for smooth office function, serves as a positive first contact with CFMV, is responsible for record keeping and information management (FIMS) and handles a variety of day-to-day office tasks.

Essential Functions and Responsibilities:

- Responsible for the book keeping functions of CFMV including, but not limited to, maintaining records of investment activity, deposits, and invoices, and all data entry in FIMS
- Works closely with Board Treasurer, accountant, and audit team to ensure accurate and timely financial reporting. Assists in producing regular financial reports.
- Writes and produces standard FIMS reports including gift tracking reports and prospect tracking reports, and updates mailing lists.
- Responsible for maintaining office equipment, processing mail, handling calls, filing, scheduling, etc.
- Provides clerical and scheduling support for CFMV meetings and events and supporting organizations
- Serves as the office contact for Board, volunteers, and the general public

Characteristics and Skills:

- Collaborative work-style and positive demeanor
- Ability to handle multiple tasks with a high degree of confidentiality
- Proven oral and written communication skills
- Strong time management and planning skills
- Appreciation for an energetic work environment
- Ability to exercise sound, thoughtful and mature judgment in a dynamic environment where new relationships are constantly being developed

- Managing projects independently, using proactive communication on status of projects, and being strategic and effective in bringing other team members into projects at appropriate points
- Attention to detail
- Capacity to be flexible and adjust work priorities from time to time as needed

Minimum Qualifications:

- Book keeping experience
- High accuracy of data entry
- Strong computer skills including Microsoft Office

Preferred Qualifications:

- Experience with accounting principles and procedures
- Experience in use of technology beyond Microsoft Office and ability to learn new technologies quickly
- Experience with FIMS (Foundation Information Management System)

To apply, submit cover letter, resume, salary requirements, and three professional references electronically to: jsmall@janusmallassociates.com. Resume review will begin immediately. No telephone calls, please.