



Sanilac County  
community foundation

Now Hiring

# Office Manager

**Job Title:** Office Manager

**Reports To:** Executive Director

**Location:** Sanilac County Community Foundation (Sandusky, MI)

**Position Type:** Part-time, hourly, non-exempt (20 - 30 hrs / week)

**Posted On:** Nov-06-2024

**Applications Due By:** Dec-02-2024 @ 4:00 PM

01

## About the Sanilac County Community Foundation

The Sanilac County Community Foundation (SCCF) is dedicated to improving the quality of life for residents by promoting philanthropy, developing a permanent endowment, and supporting projects that benefit the community. We provide leadership and serve as a trusted resource for donors, nonprofits, and community leaders to address the current and future needs of Sanilac County.

02

## Position Overview & Key Responsibilities

The Office Manager is responsible for managing the day-to-day operations of the Community Foundation. The ideal candidate will be highly organized, detail-oriented, and committed to providing excellent support to the Executive Director and Board of Trustees. This position requires proficiency in **office management**, strong **technology skills**, strong written and verbal **communication skills**, and the ability to handle **multiple tasks efficiently** in a nonprofit environment.

### Office Management

- Oversee the daily administrative operations of the Community Foundation.
- Maintain organized and accurate filing system (physical and digital), including donor records, grant documentation, and meeting materials.
- Serve as the primary point of contact for general inquiries from donors, community members, and nonprofit partners.
- Schedule and coordinate meetings, appointments, and events at the discretion of the Executive Director.

## Financial, Donor, & Grant Management

- Process and track gifts, grants, and financial transactions, ensuring accuracy in data entry, filing, and reporting.
- Maintain and update the Community Foundation's donor database (e.g., CRM systems), ensuring donor records are accurate and up to date.
- Assist with donor communications, including gift acknowledgment letters, gift receipts, and impact reports.
- Collaborate with the Executive Director to prepare and distribute financial documents.
- Support reporting activities with donors and nonprofit partners.

## Communications & Outreach Support

- Assist with the preparation and distribution of newsletters, event invitations, and other communication materials.
- Maintain and update the Community Foundation's website and social media platforms.
- Support the planning and execution of Community Foundation events, including fundraisers, donor appreciation events, and community engagement initiatives.

## Board & Committee Support

- Assist with the preparation of meeting agendas, materials, and minutes for Board and committee meetings.
- Assist with maintaining accurate records of meeting minutes, ensuring all actions are properly documented.
- Assist with Board communications and scheduling as needed.



## Qualifications

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### Education

- **Minimum** of associate degree in Business Administration, Nonprofit Management, or a related field **preferred**.

### Experience

- 2+ years of experience in office management, administrative support, or nonprofit operations.
- Familiarity with CRM or donor databases **preferred**.

## Skills

- Proficient in Microsoft Office Suite, Google Suite, and email marketing platforms.
- Strong written and verbal communication skills.
- Excellent organizational skills with attention to detail and ability to manage multiple tasks.
- Ability to work independently, as well as part of a team.
- Strong interpersonal skills with a professional and friendly demeanor.
- Ethical standards and ability to handle confidential information with discretion.

04

## Office Culture & Compensation

### Office Culture

- Primarily an office environment with occasional local travel for events and meetings.
- Flexible working hours / scheduling.
- Professional and comfortable workplace.

### Compensation

- Competitive wage based on experience (\$18.00 to \$25.00 / hr).

## To Apply

Submit a cover letter and resume to the email below.  
Applications will be accepted until 4:00 PM December 2, 2024.

**[Careers@SanilacFoundation.org](mailto:Careers@SanilacFoundation.org)**