Job Description
Office Manager

Job Overview: Under the direct supervision of the Executive Director, the Office Manager is responsible for the following:

1. Ensure proper management of records of membership database.
   - Maintain membership and contact database, update address changes, record membership payments and donations, add new members, monitor credit card donations on website and through online payment sources
   - Prepare thank you letters, renewal letters to membership monthly and year-end appeal letters

2. Provide accurate bookkeeping and financial reports.
   - Enter bills, payroll, contributions, and memberships into QuickBooks
   - Enter income and expenses into appropriate accounts and classes
   - Reconcile bank, savings, and business credit card accounts
   - Run financial reports for board packets
   - Update bookkeeping procedures and chart of accounts
   - Maintain year to date budget
   - Prepare and record bank deposits
   - Mail bills, prepare mailing labels and envelopes

3. Facilitate efficient daily office operations.
   - Answer phones, check voicemail and take messages
   - Order and pickup office supplies
   - Open, distribute and process daily mail
   - Organize and file membership cards, invoices, board minutes, bank statements, etc.
   - Prepare board packets, label and mail
   - Participate in meetings and staff ISA events
   - Update board of directors meeting minute records
   - Assist in planning meetings
   - Send reminders for meetings, employee reports, and follow-up calls
   - Share responsibility for general office maintenance and cleaning

4. Track and manage grants.
   - Track grant information including due dates, budgets, and reporting
   - Track grant expenditures by utilizing and improving internal budget tracking
   - Develop and utilize spreadsheets to track all grant funds and allocations according to project budgets
   - Prepare financial reports to send to funders
5. Support program work and ISA events.
- Prepare mailings and assist in proof-reading of text as-needed
- Assist in registration, tracking and confirming RSVPs to ISA Events
- Support staff in promoting ISA’s programs, mission and vision
- Assist with bulk mailings, copying, and other duties as requested

Experience and Skills Desired: Must be adept at Microsoft Suite including Word and Excel, experience with Quickbooks and Google Drive a plus. Preferred candidate is detail-oriented, organized, reliable; interest in local food and sustainable farming desirable.

Compensation: This is a part-time, salaried position that is approximately 30 hours/week. Vacation time and retirement benefits are included.

To apply: Send a cover letter and resume to Illinois Stewardship Alliance, 230 Broadway, Suite 200, Springfield, IL 62701 by April 25.