



Position Title: Operations & Office Manager

Reports to: CEO

Job Summary: The Alliance for Gun Responsibility (the Alliance) is seeking an Operations & Office Manager whose primary duties are to support the CEO and Board of Directors as well as manage the administration of the office. The ideal candidate is committed to supporting a wide range of events and activities to further our mission. The candidate should have extensive office administration experience, be organized, flexible, and an excellent communicator.

Responsibilities (include but are not limited to)

Office Administration:

- Communicate with constituents (volunteers, donors, community members) in person, on the telephone or via email. Answer or direct general inquiries, and provide outstanding customer service
- Manage in-person and virtual meetings
- Manage general condition of the office
- Coordinate upkeep and repair of office/facility
- Oversee inventory levels of supplies and materials
- Maintain office equipment and schedule repairs and maintenance as needed
- Receive, review and distribute mail
- Coordinate IT services and troubleshooting with IT Consultants
- Serve as the organization's IT administrator
- Support HR Consultant
- Provide logistical support during events

Provide Administrative Support to the CEO

- Track internal processes, timelines/deadlines
- Help with special projects

Board Management

- Record Minutes during annual board meetings
- Maintain Board records
- Help with Board management/engagement
- Scheduling meetings

Support the financial operations of the organization:

- Process accounts payable and accounts receivable in collaboration with the contract accountant
- Reconcile monthly credit card statements
- Ensure reconciliation of donor and accounting software
- Help with Annual Audit / State Registrations for Fundraising efforts
- Facilitate relationships with vendors and suppliers as needed



- Oversee and track staff expense reimbursement process

Support and administer HR functions:

- Post job openings, schedule interviews, and communicate with job applicants
- Manage confidential personnel files and processes
- Manage the annual benefit enrollment process
- Conduct onboarding for new employees
- Work closely with CEO to manage and/or support HR processes

Qualifications

- o **Experience:** 5+ years relevant administrative/operational experience; experience in nonprofits and political organizations is highly preferred (501c3, 501c4, and PAC)
- o **Communication skills:** Excellent written and oral communication skills; diplomatic and empathetic. Ability to practice good judgment and discretion with regard to personal and confidential information.
- o **Interpersonal skills:** Ability to interact at all levels of the organization, including Board of Directors, senior team, staff, donors, volunteers, community members, gun violence prevention survivors, and sponsors; as well as an understanding of organizational dynamics. Exemplary customer service.
- o **Organizational skills:** Proactive, well-organized, attention to detail and ability to meet deadlines; ability to work with minimal supervision, manage multiple tasks and delegate as needed.
- o **Computers and systems:** experience with Microsoft Office Suite, conference call software, accounting software and other data management tools. Preferred experience with Quickbooks, Every Action, and NGP databases.
- o **Flexibility:** Ability to work in a fast paced, highly productive environment. Comfortable with changes in priority and direction. Willing to work flexible hours if necessary, including occasional evenings and weekends.

Salary & Benefits

- This position is salaried, commensurate with experience. Salary Range \$65,000-\$70,000
- Health, vision, and dental insurance are offered.
- The Alliance offers a generous paid-time-off (PTO) package.
- This position qualifies for enrollment in a 401(K) program after one (1) year of employment.

The Alliance for Gun Responsibility is committed to being an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.