



Job Title: Office Manager

Date: May 2019

Job Summary

The office manager's overall job function is to facilitate and assist the DAI staff by managing the background office functions for the ministry. Duties involve database management (Raiser's Edge), hospitality, facility supervision, special projects, oversight of donation processing, and donor relations.

Reporting Relationships

- Reports to the Director of Development
- Works closely with all departments/staff

Duties and Responsibilities:

General

- Have a personal relationship with Jesus Christ. Maintain a courteous, Christ-like attitude in dealing with people within and outside of DAI and faithfully uphold DAI's ministry in prayer.
- Develop an in-depth understanding of DAI's history, values, vision, mission and programs and effectively communicate that information to those with each interaction.
- Manages office administrative functions
- Oversee reception desk operations
- Serve as personal assistant to the organization CEO

Database Management

- Serve as resident expert for the donor database (Raiser's Edge) – This is a critical part of the job.
 - Develop, manage and maintain the DAI donor database
 - Build new reports and processes as needed
 - Interface with Blackbaud on technical issues
 - Stay current on new additions to Raiser's Edge and implement them as needed
- Update donor records and correspondence within Raiser's Edge
- Prepare and facilitate office mailings

Fundraising Administration

- Serve as back-up for processing donations and sending receipts
- Deliver donation information to staff
- Serve as main contact for support raising staff
- Maintain communication with donors concerning donations
- Reconcile donor database with accounting software

Reception Desk

- Supervise reception desk staff
- Handle guest reception
- Answer incoming phone calls
- Accept packages and route mail

Office Administration

- Orders office supplies and equipment
- Manages Sharepoint
- Responsible for maintenance and liaison with building management
- Provides logistical support for events, travel planning, board meetings
- Takes lead on staff care (birthdays, celebrations)
- Monitors air mileage programs
- Assists the CEO, development team and other staff with projects as needed

Knowledge, Skills and Abilities Required

- Friendly, out-going personality
- Excellent communication and organizational skills
- Excellent computer skills/abilities
 - Capable of database management and a wide range of computer applications
 - Proficient in Microsoft Office
 - Solid understanding of Raiser's Edge
- Self-motivated and disciplined work habits, along with humility and willingness to learn
- Strong attention to detail
- Professional demeanor
- Commitment to understand DAI's current ministry and history

Working Conditions

Position is currently full-time requiring 40 hours per week (8 AM – 5 PM, Monday – Friday)

Salary range is \$36,000 to \$56,000, based on history and experience

Medical benefits provided

The above statements are intended to describe the essential functions of the job. It may be necessary for a person to perform other tasks as needed.

To apply, send your CV and Cover Letter to kgrenier@daintl.org