

Office and Tech Manager

Position Summary

Provides executive support and oversees office operations, facilities, customer service, and core administrative and database systems. This is a “front of the office” position.

Reports to: COO

Supports: Operations, Development, Programs, and Finance leadership

Status: Full-time, exempt

Primary Responsibilities

External / Customer-Facing

- Oversee office facilities and physical plant operations, including vendor relationships, contracts, leases, and bid review for operations services as needed.
 - Provide first-tier customer support as “front of the office” position- greet all visitors and respond to in-person, telephone, and email inquiries from donors, nonprofits, grantees, vendors, and the public.
 - Coordinate meeting and event use of the Community Gallery, including scheduling, insurance certificates, and technology needs, as appropriate.
 - Provide support for ExtraGive in managing partner event posting, receipt of insurance documents, first line approvals of participants.
 - Attend periodic events as a representative of the Community Foundation when necessary (3-4 events per year with optional events throughout the year if you choose).
-

Internal / Operational Support

- Responsible for ordering and putting away all office and hospitality supplies.
- Lead in maintaining Foundant database data, ensuring accuracy and completion of contact information and codes, including data maintenance, report generation, and user (staff) support.
- Identify and implement approved improvements to office, operational, and database processes.
- Provide executive support to the President and senior leadership, including Board meeting set up of room, tech for remote participants, and timely taking/ writing and posting Board and committee minutes either in person or from recording.
- Arrange travel and meetings for strategic planning, including site selection, lodging, catering, and logistics for internal retreats and strategy sessions.
- Support HR functions, including staff inquiries and liaison with benefits and insurance brokers.
- Support IT functions including Zultys and ATT phones and coordinating with internal staff on escalating problems to One2One (IT consultant), liaising with One2One on larger projects, and purchasing when necessary.
- Support all mail functions for the organization including receipt, distribution, and coordinating special bulk mailings and/or specific alternate carrier mailings (Fed-Ex, UPS, etc.), maintenance of postage meter.
- Other duties as assigned from time to time.

Required Skills and Qualifications

- Bachelor’s degree required (business, nonprofit management, communications, or related field preferred).

- Attention to detail, task oriented, and highly organized.
- High integrity and discretion with confidential donor, financial, and personnel information.
- Proficiency with Microsoft Office, Adobe Acrobat X Pro, CRM/database systems (Foundation database is Foundant; training provided).
- Demonstrated skill in written and oral communication.
- Exceptional ability to manage time and priorities in a flexible workplace.
- Ability to work independently, manage competing priorities, and exercise sound judgment in independent decision-making.
- Strong problem-solving skills and comfort working within systems and compliance requirements.
- Curious and self-motivated. Enthusiasm for learning about and implementing new technologies and ideas.
- Ability to balance reliability and professionalism with warmth, humor, and optimism.
- Bilingual skills are a plus.

Physical & Work Requirements

This position requires the ability to perform essential job functions with or without reasonable accommodation, including:

- Prolonged periods of sitting, standing, and/or working at a computer.
- Sustained concentration and attention to detail for extended periods.
- Occasional bending, twisting, reaching, and lifting of materials up to 25 pounds.
- Effective verbal and written communication.
- Reliable access to transportation to attend work, meetings, or events as required.
- *This position requires regular onsite attendance and is not eligible for remote or hybrid work.*

Salary range \$65k- 73k, commensurate with skills and experience.

Equal Employment Opportunity Statement

The Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

ADA Statement

The Foundation is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable federal, state, and local laws.

Submit cover letter and resume to jobs@lanconfound.org. Questions? Send to jobs@lanconfound.org.

No calls please. Applications will be accepted through March 27.