



**Byrd Barr Place
Job Description
Administrative Manager**

Department: Operations

Position Title: Administrative Manager

Reports to: Director of Operations; dotted line report to Impact Director

Staff Supervision: Receptionist and Administrative Coordinator

Salary Wage: Non-Exempt \$33.94 - \$37.71 per hour

About Byrd Barr Place: We envision abundant communities where all prosper. Our mission is to create a more equitable Seattle through innovative programs and advocacy that empower people to live healthier and more prosperous lives.

Byrd Barr Place provides services to a range of clients with a focus on individuals, families, and communities impacted by low-income status, poverty and/or home instability. As an organization, we are creating a community hub dedicated to preserving Black Washingtonian history, serving the community as it exists today with essential services, and partnering with others to advocate for systemic change.

General Description:

We are searching for a proactive, community-oriented administrative manager to oversee office operations and fund development administration. The administrative manager will develop, review, and improve policies, systems, and procedures; hire, train, and supervise administrative team members; track and manage grant, donor and fund development activity; and generally ensure the office operates smoothly and efficiently.

To succeed as an administrative manager, you should be focused on creating a supportive team environment and streamlining office and fundraising operations to maximize quality and efficiency. You should be analytical, knowledgeable, and organized with a proactive attitude and strong leadership skills.

This role is an important part of our operations team, which collectively is responsible for the systems and supports to deliver a culture of hospitality for all including our clients, volunteers, donors, staff and other partners. Members of BIPOC (black, indigenous, people of color) communities, or people who have personal experience in historically marginalized and excluded communities are especially encouraged to apply.

Core Responsibilities:

Fund Development Administration

- Track and manage up to date records, documents, reporting, and payment schedules related to Byrd Barr Place grants and funding contracts, including Community-Services Block Grants (CSBG)
- Program manager responsible for developing and maintaining effective use of Salesforce for fund development purposes, including (but not limited to) tracking agency donor and partner pledges, gifts, and grant commitments.
- Responsible for ensuring timely and regular data entry and report generation for fundraising, grants and major donations.
- Responsible for timely distribution of donor and partner gifts, Thank-you's and follow ups.
- Collaborate with the accounting department to reconcile gift and grant income on a regular basis.
- Coordinate logistics for annual fundraising event utilizing staff and volunteers as needed.

Office Operations & Administration

- Develop, document, review, and improve administrative systems, policies, and procedures, including digital file storage (SharePoint).
- In partnership with senior leadership, support planning, scheduling, and promoting org-wide events, including meetings, conferences, and training sessions.
- Support the recruiting and hiring process, including managing job postings, scheduling interviews, new hire paperwork, and facilitating orientation.
- Support senior leadership in collecting, organizing, and ensuring BBP has up-to-date operations, facilities and HR information using digital and paper systems. Includes maintaining accurate schedules for annual business and charity license renewals.
- In partnership with office operations team and accounting, monitor facilities budget and related expenses.
- Support the executive leadership in other special tasks as needed. Overseeing special projects and tracking progress towards company goals

Team Leadership

- Supervise receptionist and oversee reception, ensuring regular coverage and high standard of hospitality at all times.
- Supervise administrative coordinator and oversee office operations activities such as supply budgeting & ordering, mail management, and facility vendor management.
- Support leadership in ensuring we are identifying and continuous improving our ability to serve our community and staff in the best way possible.
- Be a thought partner and collaborative problem solver with senior staff and co-workers.

- Perform other duties and lead special projects as assigned, especially related to people-facing and community engagement programs.
- Adhere to BBP's core values and guiding principles.

Minimum Qualifications:

- 5 years of experience in a related field, including previous supervisory or management experience.
- Proven self-starter with proven ability to take initiative, prioritize and manage multiple tasks effectively while ensuring timely execution of detailed, multi-stakeholder projects.
- Exceptional leadership and time, task and resource management skills
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills
- Familiarity with budget planning and enforcement, human resources, and customer service procedures
- Strong conflict resolution skills, and an ability to diffuse tensions among staff and clients.
- Highly proficient with computers, especially Microsoft Office 365
- Proven ability to maintain confidential information and records

Desired Qualifications:

- A bachelor's degree in a related field, such as business or nonprofit administration.
- Familiarity with Salesforce
- Data & reporting experience

Benefits: Byrd Barr Place provides a comprehensive and competitive benefits package including, full employee coverage for Medical, dental and vision insurance; employer contributed FSA, employer-matched 401(K) plan, short and long-term disability, group life and accident insurance. One floating holiday per year, annual leave accrual, annual sick leave accrual and 14.5 paid holidays. Starting schedule is a 35hr work week (paid for 40-hours) which the organization will be re-evaluating in the Fall of 2023.