

OFFICE MANAGER

Position Description

The Schumann Fund for New Jersey is seeking a part-time Office Manager to join our small and energetic team focused on supporting and empowering children and families in Essex County and across New Jersey. Under the leadership of a new Executive Director, the part-time Office Manager will support the overall administration of the Schumann Fund offices, provide support for quarterly board meetings, and assist with administrative and communications support for the Executive Director and staff.

This hourly position is non-exempt and is estimated to require 10-15 hours per week.

RESPONSIBILITIES

Reporting to the Executive Director, the Office Manager will have the following responsibilities:

- Manage overall administration of the Schumann Fund offices, including filing, record keeping, office equipment, supplies, telephone, and technology support; maintain relationships with vendors and contractors; run errands as needed (post office, supplies).
- Provide administrative support for preparation of quarterly board meetings; support board packet preparation; manage the logistics of quarterly board meetings, committee meetings, and other events; interface with vendors and venues; prepare and distribute materials; prepare minutes.
- Provide administrative support to the Executive Director and Program Associate; handle scheduling and administrative preparation for meetings, site visits, and special initiatives; manage expense reports; make travel arrangements and handle conference registrations; complete special projects as needed.
- Send out written correspondence and grant agreements; monitor receipt and execution of contracts.
- Organize, maintain, and update electronic and paper files, including grant files, correspondence, and financial statements.
- Support annual audit preparation; coordinate with accounting and financial management support, auditor, and other vendors and contractors.
- Manage credit card expenses and reconciliation; manage and renew subscriptions and memberships.
- Support payroll functions as needed.
- Support overall organization and modernization of the physical office.
- Maintain internal database of key Schumann Fund contacts.
- Communicate effectively with applicants, grantee partners, funders, and other partners.

QUALIFICATIONS

- At least three years of professional administrative experience and a Bachelor’s degree or equivalent.
- Highly developed organizational skills and strong attention to detail.
- Strong writing and communication skills.
- Understanding of and commitment to the mission and values of the Schumann Fund for New Jersey; familiarity with the non-profit sector preferred.
- Ability to coordinate, organize, prioritize, and execute tasks.
- Excellent grasp of technology and computer skills, including strong command of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom.
- Experience with planning and staffing meetings.
- Ability to carry out responsibilities with sensitivity and discretion.
- Ability to work well independently and as part of a diverse team.

COMPENSATION AND WORK ENVIRONMENT

Compensation for this position is \$30 - 35 per hour, depending on experience. This position is not benefits eligible. The Schumann Fund offers flexible hours and a collaborative and supportive work environment. The position will be located on-site at the Schumann Fund offices in Montclair, NJ. We are a small, mission-driven team. Schumann Fund for New Jersey is an equal opportunity employer. We are committed to building and supporting a diverse, equitable, and inclusive workplace.

APPLICATION PROCESS

Please submit a cover letter describing your interest and qualifications for the position, a resume, and a list of three references as a single PDF attachment (filename: LastName_FirstName.pdf). Send all materials to Lucy Vandenberg, Executive Director, at careers@schumannfund.org with the email header “Office Manager.” Review of applications will begin September 13 and continue until the position is filled. For priority consideration, please submit your materials by Friday, October 7.

ABOUT THE SCHUMANN FUND FOR NEW JERSEY

The Schumann Fund for New Jersey is committed to advancing ideas and opportunities to improve the lives of vulnerable children and families. We invest in non-profit organizations focused on strengthening families and communities and providing them with the supports and opportunities they need to succeed. The Schumann Fund is a champion for racial and economic equity, supporting community empowerment and collaboration. Schumann Fund supports children and families, with a particular focus on early childhood, direct services in Essex County, and advancing systemic reform in the delivery of social and educational services through policy analysis and advocacy. Please visit our website at <https://schumannfund.org/> to learn more about our work.