

Administrative Manager Job Description

Job Title: Administrative Manager

Objective: The Executive Administrator serves as the chief administrative officer for Downtown Ministries (DtM) and provides key support to the Executive Director in managing the administrative and operational activities for the organization. The Executive Administrator ensures that the financial management and administrative operations of the organization effectively support DtM's mission.

Reports To: Executive Director

Major Functions / Accountabilities:

Financial Management: (55%)

The Executive Administrator manages the financial operations for the Ministry, working directly with accountants, program directors, Board members, and staff to accurately track, document and report on the financial activities of the organization.

Duties and Responsibilities

- Maintain accurate records of contacts and donations in Salesforce database.
- Receive and record all donations and income. Send receipts for all donations.
- Prepare financial reports and evaluations of Downtown Ministries Programs.
- Process invoices and keep record of all expenses.
- Manage payroll.
- Consolidate and maintain Downtown Ministries records (Tax returns, Correspondence, State/Federal Documents, payroll records, employee files, etc.) and provide records as needed.
- Support the Board and Program Directors in creating financial goals and objectives of the organization.
- Collaborate with Director of Development and Program Directors on grant applications.

Office Administration and Support: (45%)

The Executive Administrator oversees and supports the internal operations and administrative activities of the organization.

Duties and Responsibilities

- Develop and implement personnel policies and procedures.
- Prepare materials for Board meetings or related events.
- Maintain accurate records of program participants and volunteers.
- Provide logistical support for projects and special events.
- Maintain open communication with Board, Staff, volunteers, and program participants.
- Recruit and assist Program Directors with managing interns.
- Support Program Directors in administrative needs as needed.
- Perform other duties as assigned by the Executive Director.

Qualifications:

A bachelor's degree and three years of administrative or financial management experience.