

Darienite

News for Darien

<http://darienite.com>

Community Fund of Darien is Looking to Hire an Office Manager

Author : David Gurliacci

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The Community Fund of Darien seeks a professional with strong organizational, computer and communication skills to provide overall office management and technical support for a small nonprofit agency dedicated to improving the quality of life in Darien, Stamford and Norwalk by funding vital human services and community programs.

Responsibilities:

Under the supervision of the Executive Director, the Office Manager will provide overall office administration and management, including but not limited to:

- * Manage office maintenance, supplies, service contracts, professional office appearance, calendar and scheduling
- * Provide administrative support to Executive Director, as well as to Development Director, Grants Director and Thriving Youth Program Coordinator as needed
- * Maintain website and coordinate postings on social media; send press releases to local media
- * Coordinate volunteers to assist TCF in a variety of projects
- * Coordinate TCF special events; design invitations (online and printed), track RSVPs, make gift bags, name tags, coordinate decorations, menu, etc.
- * Work with Development Director to assist with data entry and acknowledgement letters; assist with office mailings
- * Board meeting preparation and email correspondence with board
- * Assist the Chair of the Human Services Planning Council and other board chairs as needed

Skills and Qualifications:

- * B.A./B.S, 3-5 yrs minimum of prior office management experience;
- * Excellent communication and interpersonal skills and ability to maintain positive relationships with donors, board members and volunteers.
- * Organizational, clerical and computer skills.
- * Experience with MS Word, MS Excel, PowerPoint, PhotoShop, Publisher and ability to learn eTapestry donor management database program. Knowledge of mail merge for letters and labels.
- * Assist with office mailings, event invitations and other promotional mailings. Compile and check mailing lists for accuracy, ensure adequate supplies of materials
- * Process donations and generate acknowledgement letters. Help maintain donor files.

25 hours per week (Mon – Fri 10am – 3pm). Flexibility to work evenings and additional hours, if needed.

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Send resume and cover letter to: info@communityfunddarien.org

— [an announcement](#) from the *Community Fund of Darien*