



## **Office Manager Faith in Public Life**

### **Organizational Mission**

Faith in Public Life (FPL) -- a growing non-profit organization in Washington, D.C. dedicated to redefining the American values debate -- provides strategic organizing and communications resources to faith leaders across the country working for progressive causes. FPL, the organizer of the Compassion Forum (a presidential candidates' forum broadcast on CNN in April) stands at the cutting edge of the field of religion and politics.

### **Summary**

Faith in Public Life seeks a highly organized and energetic individual to work as an office manager for a small but growing non-profit. This is a rare opportunity to be a part of a developing organization that has quickly established itself as a go-to source for activists and journalists interested in changing the values debate and faith activism. Working with the Executive Director, this individual will have the opportunity to develop skills in administration as well as work at the front lines of religion and progressive politics. This position offers a competitive salary, superior benefits, opportunities for significant responsibility, and an outstanding work environment. Training and guidance will be given for specific responsibilities.

**Classification of position:** Exempt, full-time

**Reports to:** Executive Director, FPL

### **Job Responsibilities**

- Process billing and accounting and record transactions in accounting software system;
- Coordinate logistics for FPL-sponsored events (educational events, board meetings, national conference calls, donor events, etc.);
- Assist in assembling fundraising proposals;
- Assist ED with board committees and meetings;
- Analyze and organize office operations and procedures such as requisition of supplies, Metrocheks, timesheets, office infrastructure and similar services;
- Coordinate travel for FPL staff as needed;
- Assist the Executive Director with selecting and overseeing vendors and contracted services;
- Oversee training and orientation of new employees in the office as it relates to general office policies and equipment, e.g., fax equipment, copiers, postal equipment, building

- I.D. etc;
- Serve as a liaison between staff and IT consultant;
- Special projects as assigned by Executive Director.

### **Job Requirements**

- Experience with accounting software like Peachtree or Quicken;
- Strong administrative technology skills, especially familiarity with Word, Excel, and Outlook;
- Strong administrative and organizational skills, and attention to detail;
- Ability to work both independently and as part of a Team;
- Excellent interpersonal skills;
- Ability to work under pressure/tight deadlines in a fast-paced environment;
- Strong design and formatting skills a plus;
- Commitment to FPL's mission and goals.

### **Job Qualifications**

- Bachelor of Arts;
- Love and appreciation of details and systems;
- Experience working with 501(c)(3) and 501(c)(4) organizations a plus.

### **Benefits**

Salary commensurate with experience, excellent benefits, including health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules. FPL is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

*Faith in Public Life is a non-partisan 501(c)(3) tax-exempt organization.*

For more information on Faith in Public Life please go to:

[www.faithinpubliclife.org](http://www.faithinpubliclife.org)

To apply, simply e-mail your resume and cover letter attachments in Word or pdf format to:

[bdahlman@faithinpubliclife.org](mailto:bdahlman@faithinpubliclife.org)