



Job Description: Office Manager
Open Immediately and Until Filled
Start Date by 7/16/18

CLAM, the Community Land Trust Association of West Marin, is a non-profit, community-based organization that acquires, develops and holds property for the benefit of West Marin communities surrounding Tomales Bay. CLAM currently provides twenty stable and affordable homes. CLAM is characterized by its spirited teamwork, innovative approach, and dynamic community support, including 300 local members.

Position Summary: Under the direction of the Executive Director (ED), the Office Manager will oversee and implement the smooth functioning of the CLAM office, attending to visitors, handling mail, deposits, invoices, tracking donations, performing basic communications, doing basic financial tracking and reconciliation with the bookkeeper, and interacting with CLAM volunteers and staff to further the organization's mission. The ideal candidate is someone who is able to successfully prioritize multiple tasks and get things done, has attention to detail, and has demonstrated integrity and good communication skills. Previous strong administrative/managerial experience working in a nonprofit organization or business is expected, bilingual Spanish/English candidates preferred.

Position Specifics:

- 20-24 hours/week, \$20 - \$22/hour, depending on experience
- Infrequent evening and weekend time
- Start Date: By/before July 16, 2018

How to Apply: Send summary of interest in the position and resume to: info@clam-ptreyes.org

Responsibilities

Administration (30% of position)

- Handle office tasks such as mail, invoices, bank deposits, answering phones, filing, monitoring supplies and office organization
- Greet visitors and route them to appropriate staff, give and receive rental applications
- Support CLAM staff, and provide or locate tech support for the office when needed
- Coordinate organizational minutes for staff and Board
- Conduct reconciliations with bookkeeper (monthly, quarterly, annually)

Donor management/fundraising support (30% of position)

- Create reports for fundraising committee and on request (monthly, quarterly, annually)
- Utilize database to enter donations, manage mailings to members and prospective members
- Acknowledgements
- Track online giving and ticket sales
- Volunteer coordination
- Campaign planning and support
- Support fundraising programs such as Business Sponsorships, Membership

Communications (20% of Position)

- Develop and track a communications calendar
- Coordinate with graphic designer and printer for mailings and flyers
- Generate and distribute flyers in person and electronically
- Regularly assess and update CLAM website, Facebook, and other social media
- Gather content for CLAM e-newsletter from staff, and other relevant sources
- Create e-newsletter
- Provide support for creation of Annual Report

Event Planning (20% of Position)

- Handle logistics of events (booking venue, and other support needed, including tech support, donation of food, translation, etc.)
- Create and track guest lists
- Coordinate food and beverage service
- Coordinate materials for events

Skills and Capabilities Required

- Interest in mission and goals of the organization
- Computer competency in Excel, Microsoft Word, MailChimp, database experience in Quickbooks/Accounting programs, Donorsnap/database programs,
- Attention to detail and accuracy is essential.
- Previous experience in office management/administration
- Accounting/bookkeeping experience is a plus
- Ability to handle multiple tasks while meeting deadlines
- Good communication skills and high level of people skills to solve problems and coordinate effectively
- Ability to work both independently and collaboratively
- Bilingual Spanish/English candidate strongly preferred

CLAM is an Equal Opportunity Employer