



Job Description Office Manager

The Leakey Foundation is offering a great opportunity for an experienced administrative professional to join this iconic non-profit. We recently celebrated 50 years of funding scientific research and sharing those discoveries with the world through educational outreach.

The Leakey Foundation is looking to add a full-time Office Manager to our team. The ideal candidate is outgoing, personable and a self-starter who enjoys learning new things. This role requires someone who can pivot quickly, stay flexible, and thrive on managing many tasks and details. We are looking for someone capable of managing a diverse workload in a variety of disciplines. Being part of our collaborative team which includes dedicated and creative individuals, we hope to add a team-player with excellent interpersonal skills to our roster.

Located in San Francisco, The Leakey Foundation offers excellent benefits and a competitive salary. This position reports to the Executive Director and provides support to the communication, development and grants departments, and provides oversight to the overall efficiency and day to day running of the office space.

Hours: Monday-Friday, 9:00am - 5:00pm with 30 minute lunch. There may be travel 2-3 times per year and the infrequent need to work some weeknights and weekends at events.

Administrative

- Provide support as needed to Executive Director, Managers, and Board
- Manage office communications: fielding phone calls, emails, and traditional mail
- Maintain vendor relations and office services including IT resources and facilities (including fielding technical questions and service requests for the printer, mail machine, server/Cloud)
- Collaborate across departments to help plan events and initiatives
- Schedule and manage office calendar
- Maintain contact lists in Neon, MailChimp, and Blackbaud
- Track and order office supplies, office snacks, meals for meetings
- Keep shared office spaces organized
- Maintain merchandise inventory, fulfill orders, and reorder stock
- Manage board report implementation three times per year
- Manage board meetings three times per year
- Facilitate the recording of board meeting minutes

Communications

- Add events to online event calendars
- Import and organize photos from digital cameras
- Enter new emails into MailChimp

Development

- Assist the Executive Director in planning and implementing development initiatives
- Conduct research projects for the Executive Director
- Run reports from contact relationship management software Neon for the Executive Director
- Enter contact reports into Neon for the Executive Director
- Manage accurate data entry in Neon
- Manage event registration data entry in Neon: all board-related meetings, public program events, and private gatherings, coordinating with shared google docs
- Add online and offline contributions and checks to shared Google doc
- Acknowledge gifts in a consistent and timely manner (weekly)

Grants

- Utilize grants database and help with compliance as needed (entering reports, notification)
- Participate in grants cycle, audit period, board book preparation, contract acceptance and send checks
- Search reviewers' contact information when new reviewers are found
- Assist with blog posts from grantees
- Assist with periodic projects involving the maintenance and improvement of grants database
- Assist with grantee engagement

Long Term Project

Manage the foundation's archive

The ideal candidate will possess the following skills and proficiencies:

- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills and ability to multitask and prioritize work
- Accuracy with attention to detail
- Ability for decision making with problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of database management and integrity in terms of both efficiency and security

Founded in 1968, the mission of The Leakey Foundation is to increase scientific knowledge, education, and public understanding of human origins, evolution, behavior and survival.

The Leakey Foundation is an equal opportunity/affirmative action employer.

Application Instructions To apply:

- Send email with attachment(s) to sharal@leakeyfoundation.org
- In the email subject line write: APPLICATION- OFFICE MANAGER
- Attach: 1) cover letter, 2) résumé or CV, 3) list of three references with contact information.
- Applications will be accepted until the position is filled.