

Office Manager Position Con Alma Health Foundation

Job Title	Office Manager
Reports to	Associate Director
FLSA Status	Exempt (1 FTE)
Location	Santa Fe, NM
Starting Salary	\$49,000+ / year DOE

ORGANIZATION OVERVIEW

Con Alma Health Foundation is a private foundation organized to be aware of and respond to the health rights and needs of the culturally and demographically diverse peoples and communities of NM. Con Alma seeks to improve the health status and access to health care services for all New Mexican communities and advocates for health policies that address the health needs of all in NM. The Foundation makes grants and contributions to fulfill its mission. Learn more about our mission and core values [HERE](#).

POSITION SUMMARY

The Office Manager is primarily responsible for day-to-day management and administrative oversight of the foundation's office operations, including accounts payable and providing Board of Trustee and committee support. The Office Manager maintains a safe, secure, and positive working environment. Successful candidates will have experience managing a professional office, providing high-level administrative support, and experience/interest in the nonprofit sector. This position requires strong computer and communication skills and the ability to work independently and as a team member. This position requires the staff member to work in the physical office, with the opportunity to work remotely as appropriate. On occasion, local and statewide travel is required for meetings, events, and errands.

CORE RESPONSIBILITIES

1) Office Management

- Staff front desk and greet visitors
- Maintain and monitor shared foundation calendar
- Anticipate and prepare for foundation-led meetings
- Oversee facility repair and cleaning services
- Maintain office supplies via monitoring and ordering
- Maintain office equipment and leases (phones, copier, postage meter, etc.)
- Oversee IT equipment and service requests

2) Operations/Finance Support

- Process accounts payable and accounts receivable
- Maintain vendor/billing files and maintain vendors in general ledger
- Assist with annual audit and 990PF tax return and annual budget
- Complete annual document retention and destruction per the foundation's policy
- Other duties as requested

3) Support to the Board of Trustees (BOT), Community Advisory Committee (CAC), and Committees

- Update and maintain all contact lists (email, address, phone)
- Manage regular BOT, CAC, and committees including: schedule meetings, develop agendas, manage rosters, send email reminders, take meeting minutes, and set up refreshments and materials as needed
- Prepare new member handbooks
- Ensure conflict of interest statements are received annually from BOT members, CAC members, and Executive Director

4) Program Support

- Schedule meetings, distribute invitations, manage rosters and meeting RSVPs, draft notes/meeting minutes, and track action items
- Prepare and distribute materials, determine equipment needs/host
- Schedule and coordinate site visits throughout the year

5) Executive Director Support

- Assist with special projects and initiatives
- Assist with BOT, CAC, and related committees

6) Other

- Participate in project and/or foundation-wide evaluation efforts, as requested/needed;
- Coordinate events (find and schedule venues, catering, lodging, etc.)

REQUIRED SKILLS AND COMPETENCIES

- Minimum of two (2) years of office management or administrative assistant experience
- Intermediate Microsoft Office user
- Ability to work in an office with strong internal controls and processes
- Proficiency in or ability to learn software and computer applications
- Strong written and verbal communication skills, including proficient proof-reading skills
- Flexibility, adaptability, and capacity to multi-task and prioritize work
- Good judgement and strong problem-solving skills
- Exceptional attention to detail

PREFERRED QUALIFICATIONS

- Accounts payable experience
- Experience with and knowledge of the nonprofit sector
- Experience working with diverse communities

Con Alma Health Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To apply, please email cover letter, resume, and three (3) references to admin@conalma.org. Applications will be considered on a rolling basis and position will remain open until filled.