POLICY: Office Manager Job Description	Scrivener Updates: 3/4/2026
	Last Board Approval: 12/3/2024
	Last Review/Approval: 9/16/2024 Governance/Personnel Committee
	Board Adopted: 12/3/2013

Community Foundation of the Quincy Area

dba Community Foundation Serving West Central Illinois & Northeast Missouri

Job Description

Job Title:	**Office Manager**
Reports to:	CEO
Payroll Status:	Full-Time - Salary
Overtime Class:	Non-exempt
Position:	At Will
Most Recent Revision:	March 2026

I. JOB SUMMARY

The Office Manager provides assistance to the staff to help fulfill the vision, mission and objectives of the Community Foundation. Duties include secretarial, financial, office management, and administrative responsibilities.

The above statement is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the Office Manager.

II. QUALIFICATIONS DESIRED FOR THIS POSITION

A. Professional/Technical Abilities

- Secretarial and/or office management skills with appropriate degree and/or experience.
- Excellent customer service skills to work with a diverse population, including staff, board and donors.
- Accounting, bookkeeping, or related financial experience desired.
- Effective time management and organizational skills with excellent attention to detail.
- Discretion and ability to work with confidential information.
- Ability to work as a team member and independently.
- Problem-solving skills.
- Strong oral and written interpersonal and communication skills.
- Ability to multi-task and work effectively in a time-sensitive environment.
- Proficiency with computer software, including Microsoft Office, customer relationship, and financial databases.

B. Personal Characteristics

- Commitment to serve the community.
- Demonstrates courtesy, friendliness, and consideration.
- Thinks independently and creatively.
- Cooperates with various audiences.

- Remains flexible and successful within changing environment and demands.

III. DUTIES AND RESPONSIBILITIES

A. Office Management

- Performs secretarial duties including correspondence, meeting arrangements, preparation, delivery and maintenance of meeting notices, packets and records, and travel arrangements.
- Coordinates, maintains, and distributes annual meeting/event calendars and contact lists to board and staff.
- Maintains board/committee management portal.
- Attends Board meetings; reviews and maintains meeting minutes.
- Handles organization, purchase, inventory and maintenance of office supplies and equipment.
- Answers phone and provides general receptionist duties.
- Assists with special projects as they arise in the operation of the Community Foundation's mission (i.e. project-based community initiatives).
- Works with CFO as requested with accounting and bookkeeping procedures.
- Assists with mailings, including contact list preparation, assembly, and coordination.

B. Prospect/Donor Assistance

- Sets prospect/donor appointments with CEO.
- Coordinates and tracks prospect/donor/fund relationships.
- Prepares informational packets, fund establishment and governing documents for new funds, and tracks completion of fund records, etc.

C. Data Entry

- Prepares, mails, and records acknowledgement/receipt letters to donors.
- Inputs and maintains records and files including accounting/CRM software (profiles, gifts, funds), corporate record book, National Standards files, policies, and office files.
- Prepares deposit information for gifts and receipts.

D. Grants Administration

- Assists Program Officer with correspondence related to grant distributions and programming.
- Prepares, processes, and maintains records for grant and scholarship documentation and payments.
- Assists Program Officer with grantee research and data collection.
- Provides grantee thank you notes to donors, staff, and board members.

E. Additional Duties and Responsibilities

- Demonstrates knowledge of Community Foundation's mission, values and vision.
- Understands procedures and relevant regulations.
- Arranges for and provides support for volunteers, as needed.
- Achieves Strategic Plan goals and objectives related to the Officer Manager's role.

IV. HOURS AND COMPENSATION

37.5 hours/week, with flexibility for additional hours for special events and meetings scheduled beyond the standard office hours as needed; it is recognized that some hours may be worked off site, especially for the completion of special projects.

Reviewed by Chief Executive Officer: _____ Date: _____

Reviewed by Office Manager: _____ Date: _____