



Office Manager

William Butterworth Foundation
1105 8th Street Moline, IL 61265

Organization Mission and Background

The William Butterworth Foundation aims to create a community that values its heritage, serves one another, and finds joy in learning. Our mission is to honor our heritage by supporting service, culture, and education in the Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for:

- quality educational and cultural events;
- tours for local, national, and international visitors; and
- meeting space for non-profit organizations valued at over \$400,000 annually.

Position Summary

The Office Manager supports the day-to-day operations of the William Butterworth Foundation by coordinating administrative tasks, communications, office systems, and shared organizational tools. This position maintains internal documentation, provides communication and scheduling support to staff, and ensures that essential office functions operate efficiently.

Under the strategic direction of the Executive Director, the Office Manager also executes marketing and communications tasks, including scheduling social media posts, updating the website, preparing press releases, and maintaining brand consistency.

Additionally, the Office Manager provides clerical HR support, such as preparing onboarding schedules, tracking training completion, maintaining personnel file systems, and assisting with HR documentation while maintaining confidentiality.

Salary Status: Non-Exempt, Part-Time (20 hours/week)

Hourly Range: \$20–\$26/hour

Benefits:

- Progressive PTO plan based on tenure
- Paid holidays (pro-rated)
- 401(k) with employer match and profit sharing
- Not eligible for health benefits

Reports to: Executive Director

Supervises: None

Work Schedule: 20 hours/week, Monday–Friday between 8:30 AM–5:00 PM, with occasional evening or weekend support.

Job Duties**Office Administration & Systems Management – 40%**

- Maintain office systems, shared drives, organizational forms, and documentation.
- Coordinate meetings, shared calendars, and room scheduling needs.
- Provide administrative support for the Executive Director and leadership staff.
- Maintain office supplies, equipment, and vendor relationships.
- Prepare and update staff resources, onboarding materials, procedural guides, and internal tools.
- Maintain organized digital and physical filing systems.
- Format board materials, program documents, signage, and internal communication tools.
- Support event logistics, administrative tasks, and cross-team coordination.
- Assist with development communications, volunteer correspondence, and donor-related mailings.
- Help maintain alignment between public-facing information and organizational calendars.

Marketing & Communications Execution – 30%

- Draft and schedule social media content under the direction of the Executive Director.
- Maintain and update website content including events, announcements, and program pages.
- Prepare and distribute scheduled e-newsletters.
- Edit, format, and distribute press releases and public announcements.
- Create basic graphics and promotional materials using approved templates (e.g., Canva).
- Manage communication calendars and ensure marketing timelines are met.

HR Support (Clerical) – 20%

- Assist with clerical HR tasks including creating onboarding schedules, checklists, and training documentation.

- Maintain confidential personnel files (digital and physical) and ensure secure access.
- Track completion of required staff trainings and file corresponding documentation.
- Prepare and organize new employee materials, forms, and procedural resources.
- Coordinate scheduling for staff evaluations, trainings, and HR meetings.
- Maintain strict confidentiality in handling all HR-related information.

Front Desk & Guest Support – 10%

- Serve as backup to the Community Relations Coordinator and Visitor Services staff.
- Answer phones, greet visitors, and respond to general inquiries.
- Provide administrative support for tours, programs, and public events as needed.
- Direct visitors and callers to appropriate departments or resources.

Expectations for Support of Workplace Culture

All staff work proactively and strategically to promote a positive organizational culture and build an effective team.

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first, support of fellow staff members/team second, and individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Seek opportunities for personal growth and improved job performance through education.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House and helping them find the resources needed or locate the event they are attending.
- Work alongside staff at all Foundation community events, including evenings and weekends as required.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Strong administrative and organizational skills.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and professionalism.
- Proficiency in Microsoft Office, Google Workspace, and shared drive structures.
- Ability to update websites and utilize social media platforms.
- Experience with Canva or similar basic graphic design tools preferred.
- Ability to manage multiple tasks, meet deadlines, and assist multiple departments.

Required Education/Experience

- Minimum 2 years administrative or office support experience.
- Experience in nonprofit, museum, or cultural sector environments preferred, but not required.

Physical Demands

- Ability to lift and carry up to 25 pounds.
- Ability to move throughout historic buildings with multiple floors and stairs.
- Ability to stand for periods when assisting with events or reception coverage.

Working Environment

- Historic building office environment.
- Indoor and outdoor support required for events.
- Regular interaction with staff, volunteers, and visitors.

To Apply

Complete our [online employment application](https://butterworthcenter.com/opportunities) at butterworthcenter.com/opportunities, and submit a resume, cover letter, and three professional references to HR@butterworthcenter.com