

Office Manager - Preservation Durham - Durham, North Carolina

Position Type: Part-time (up to 29 hours/week) with the potential to grow to a full-time position. Some evenings and weekends required to support board meetings and events.

About Preservation Durham

Preservation Durham is a small nonprofit, founded in 1974, dedicated to protecting and celebrating Durham's unique cultural heritage and historic assets. With a county-wide mission, we engage in education, advocacy, and stewardship to ensure that the places and stories that define Durham's identity endure for future generations.

Position Summary

Preservation Durham seeks an experienced, highly organized, and self-directed Office Manager to oversee the daily administrative and operational functions of our organization. This key staff member will ensure our office runs smoothly and efficiently while managing the financial, technology, and infrastructure that support the work of our staff, board, and volunteers.

This is an ideal role for someone who thrives in a mission-driven environment, takes initiative, is highly organized, and has a broad skill set in nonprofit operations, including financial and grant management, technology, compliance, and administrative support.

Key Responsibilities

Office & Administrative Management

- Oversee day-to-day office operations and serve as the go-to person for staff and board support
- Maintain accurate physical and digital filing systems, manage office supplies, and ensure an organized, functional workspace
- Coordinate board and committee meetings, including scheduling, preparing materials, and distributing follow-up communications
- Maintain organizational calendars, databases (NeonCRM), and general inboxes
- Support financial administration by processing invoices, tracking expenses, managing credit card receipts, and preparing documentation for bookkeeper or accountant
- Maintain compliance with insurance, licenses, and other regulatory requirements

Technology & Systems Oversight

- Manage and troubleshoot all organizational technology systems, including computers, phones, printers, internet/Wi-Fi, cloud storage, and software platforms
- Coordinate with IT support vendors when needed and ensure timely maintenance and updates
- Lead procurement and onboarding of hardware/software for staff and consultants
- Administer organizational email accounts and user access for systems such as Google Workspace, QuickBooks, NeonCRM platforms, etc.

Organizational Support

- Assist the Executive Director and program staff with scheduling, special events, and administrative tasks as needed
- Support HR processes such as onboarding, time tracking, and maintaining personnel files
- Ensure strong internal communication and coordination across the team

Qualifications

- Minimum 5–7 years of experience in nonprofit office administration or operations
- Proven ability to manage a wide range of responsibilities independently and proactively
- Strong technical skills and comfort with managing office hardware, software, and cloud-based systems
- Excellent organizational and time management skills; attention to detail
- Effective communicator, both written and verbal; professional and personable
- Experience supporting executive leadership, boards, or committees
- Familiarity with nonprofit finance and compliance practices a plus
- Proficiency in platforms such as Google Workspace, Microsoft Office, QuickBooks, and donor databases (e.g., NeonCRM)

Work Environment & Expectations

- This is a full-time position based in our Downtown Durham office. Hybrid or flexible scheduling may be available, but in-person presence is required several days per week
- Must be able to handle confidential information with discretion
- Occasionally requires availability for evening board meetings or special events on weekends

Compensation & Benefits

- Part-time, up to 29 hours per week to start
- \$20-25/hour
- Benefits include:
 - 14 paid holidays
 - Monthly cell phone reimbursement
 - Flexible hybrid work environment; regular in-person presence required for site visits, meetings, and events (some evenings/weekends)

To Apply

Please submit a cover letter, resume highlighting relevant experience, and three professional references that can speak to your qualifications required for the position to Julianne Patterson, jpatterson@preservationdurham.org. Please put the position and your name in the subject line of the email. Applications will be reviewed on a rolling basis with a target start date by October 1, 2025. Please no calls.