



TAHOE PROSPERITY CENTER

tahoeprosperty.org

Uniting Tahoe's Communities to Strengthen Regional Prosperity

Position Title: Office Manager

Reports to: Executive Director

ABOUT THE TAHOE PROSPERITY CENTER

The Tahoe Prosperity Center (TPC) is a 501c3 nonprofit located in the bi-state (CA/NV) Lake Tahoe Region and serves as the only private community and economic development entity within the area. The organization collaborates with five local governmental jurisdictions and numerous public, private, and community partners to pursue a variety of programs focused on supporting regional prosperity. Our projects include expanding Workforce Housing, improving Broadband connectivity, supporting Economic Diversification, and adding early detection fire cameras to keep our communities safe.

JOB SUMMARY

The Office Manager is responsible for the successful internal administrative management of our nonprofit organization. General office management experience is expected, but a passion for our mission is the most desired qualification. As a small, non-profit organization, staff may take on many responsibilities; however, the primary job duties of the Office Manager are outlined below:

Administrative:

- Emails: Monitor TPC's main email and respond to email inquiries.
- Mail: Check and monitor mail in the TPC mailbox weekly. Distribute mail, if checks are received, follow financial procedures. If invoices are received, follow the procedure to get the bill approved and paid.
- File management: Organize financial documents, contracts, event materials, project related materials, grant documents and board meeting records. Files should be clearly labeled and organized.
- Compliance calendar: TPC has an annual compliance calendar with deadlines for mandatory filing of licenses, grant compliance dates, tax forms and other deadlines - ensure compliance.
- Facilitate Bill payments: Any bills that come into TPC should be approved by the appropriate manager for approval and payment.
- Fiscal Management: invoices, deposits, timesheets, benefits, collaborating closely with the financial team.
- Maintain board member records, create board binders for new members, track board donations and schedule board meetings.

Operations:

- Support the TPC team with calendar management, note taking, ordering office supplies and other tasks as needed.
- Ensure quality control of record keeping of donor letters, information, and other financial and administrative records in an organizational Google Drive and in the TPC office.
- Assist staff with technical assistance and recommending and maintaining needed software.

Events:

- Help plan and coordinate TPC events, including committee meetings, board meetings, Zoom webinars, Envision Tahoe Talks and the annual Economic Summit.
- Support events with logistics, management onsite and post-event follow-up.
- Manage event budget, invitations and ticket sales tracking (Eventbrite).



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Grants:

- Research potential funding opportunities and data and information needed for applications.
- Manage the grant schedule and organization of files, applications and reimbursements.

Donor Management:

- Manage deposits as received and coordinate the fundraising platform for organization. This includes solicitations and acknowledgements.
- Produces donor and financial reports via an online database.
- Ensures accuracy of all donor contact information and manage donor database.
- Prepares and mails donor thank you letters when not automated by donor database.
- Helps write, print, and mail year-end donor letters.

Marketing:

- Attend marketing meetings and manage action items.
- Draft, edit and proofread TPC monthly newsletter.
- Track Program achievements for grants: As our projects and programs progress, their accomplishments are tracked and used for media, marketing, and grant writing.

Job Requirements:

- Strong interest in and enthusiasm for the Lake Tahoe Region and its economy, community, and environment.
- College degree (Four-year degree preferred, but two or more years of college minimum.)
- Advanced proficiency with Microsoft Office and Google Suite
- Strong proficiency with Zoom and other virtual and technology platforms.
- Attention to detail and excellent organizational skills.
- Self-directed and capable of problem-solving and managing multiple priorities.
- Excellent verbal and written communication skills.
- Great teamwork skills with a friendly personality.
- Experience with social media platforms is highly beneficial.
- Event planning, grant writing and management experience is not required but encouraged.
- Experience with Salesforce, Kindful, Gusto and/or QuickBooks is especially useful.
- Bookkeeping experience and ability to manage payroll and taxes will garner the higher salary range
- Must have a valid CA or NV driver's license and the ability to drive to the office and other locations around Lake Tahoe as needed, including in winter.
- Able to work on a computer for up to 8 hours a day, including sitting at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard.
- Able to occasionally lift objects weighing up to thirty pounds.

NOTES

Salary range is \$55,000 - \$80,000 depending on experience. Currently the position does not include health benefits, but we include a health stipend in each paycheck of \$500 (paid twice a month). We also provide a yearly stipend of \$900 towards personal cell phone use. This position requires at least two full days in the office at Parasol Tahoe Community Foundation in Incline Village, NV. Other work days can be remote.