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grantushope.org

Ohio Sponsor for:



GUH Client Engagement/Office Manager Job Description

Summary

The Human Resources and Client Engagement Manager position is responsible for the coordination and implementation of Grant Us Hope human resources, client correspondence, scheduling, program/session preparation and administrative duties.

The role is responsible for performing goals to include: human resources, team event planning, daily correspondence and client service, facilitation support, preparation of client presentations, daily schedule support, support for social media, client lists and administration, provide project support as requested, maintain supply inventory and order according to supply levels, Accounts Payable, and Accounts Receivable.

Position Parameters:

- Professional
- FLSA status: Exempt
- Full Time (40 hours/week)
- Work time scheduled with Executive Director

Reports to:

- Executive Director

Required Education/Experience

- Degree minimum: Bachelor's degree

Essential Duties and Responsibilities:

Human Resources

Description: Establish and maintain the HR function at Grant Us Hope. Perform an annual review to ensure performance reviews are conducted, health benefits updated, job descriptions are updated and that the organization is compliant with federal laws. Manage employee onboarding, payroll setup and management of time sheets.

Daily Correspondence and Client Services

Description: Provide daily correspondence, scheduling and follow-up with clients utilizing written and oral communication and administrative support (collect/distribute mail, make travel arrangements) to organizational leaders as defined and requested.

Program/Session Preparation

Description: Create presentations and provide assistance with the completion of facilitation presentations as requested for the Grant Us Hope team by ordering the appropriate supplies, proof reading materials and utilizing the facilitation checklist to ensure all materials are ready.

Daily Schedule Support

Description: Assist with scheduling of trainings and other events as needed. Confirm all scheduling commitments with schools by providing appropriate time and location of event. Meeting preparation and support as needed.

Maintenance of all Files and Administration

Description: Maintain office including computer filing and hard copy filing system, provide marketing support, distribute and post newsletters to schools and social media regularly and support business development correspondence and meetings as requested.

Provide Project Support

Description: Support client projects as assigned from inception to completion, order supplies and monitor inventory level (for office and facilitation) and support Executive Director, Leads and School Liaisons as needed.

Accounts Payable and Receivable

Description: Maintain all financial records (Quickbooks) including purchasing and payment of vendor obligations, invoicing, collection and deposit of receivables, and production and management of monthly financial statements and budgeting.

Grant Us Hope is an Equal Opportunity Employer and committed to excellence through diversity.