



Job Description Office Manager

Objective:

To oversee organization's financial management and reporting practices; manage office administration tasks; and assist with communications initiatives and events.

Hours:

The position of Office Manager is part-time (up to 20 hours/week) with potential to grow into a full-time role.

Background:

The Madisonville Community Urban Redevelopment Corporation (MCURC) is a nonprofit community development corporation focused on improving the quality-of-life for all in Madisonville. Our mission is to advance comprehensive community development in the neighborhood. We lead economic development and community engagement efforts while advancing health and wellness, arts and culture, beautification, and education and youth strategies in partnership with other organizations, businesses, and neighborhood groups.

Job Responsibilities:

Financial Management

- Working with staff, track measures for a variety of grants and outcomes and assist with grant reporting.
- Coordinate and enhance the finance, accounting, and processes at MCURC.
- Process checks in Quickbooks, ensure accurate and timely manual and computer records.
- Review receipts and ensure accurate manual and computer records. Includes taking regularly scheduled deposits to bank.
- File checks, bills, and deposits after they have been recorded by accountant.
- Organize annual files and assist accountant with annual audit and 990 preparations.
- Work with Executive Director to prepare and present annual budget.
- Tracking grants, contracts, and construction loans.

Office Management

- Maintain up-to-date files on leases, contracts, and grant agreements.
- Ensure that federal and state filings and postings are up-to-date and that required postings are made.
- Oversee the phone, computer, and copier systems and be the point of contact when repairs or upgrades are needed.
- General management of Office.

Fund Development

- Work with Executive Director and Board to expand fund development efforts.
- Prepare sponsorship and solicitation mailings.

Communications/Events Coordination

- Greet visitors to the office and serve as point-of-contact at the front door.
- Coordinate MCURC's email communication platform through Constant Contact.
- Update online shared calendar with community events and meetings.
- Assist with the preparation of print communication pieces.
- Point person to work with event planners (Jazz and BBQ Fest, 5K, Tuesday's in the Park).

Qualifications:

- Demonstrated experience and proficiency using accounting software (e.g., Quickbooks), Google Drive, Excel, and Word programs. Experience using a communication program such as Constant Contact, as well as In Design or Illustrator is highly desired.
- Strong organizational skills and financial management skills.
- Exceptional written and verbal communication skills, organizational skills, and attention to detail required.
- High level of motivation, initiative, and perseverance.
- Ability to work in a team and independently.
- A strong sense of and respect for confidentiality involving neighborhood partners and fellow employees.
- Friendly and with the ability to relate and communicate well with a diverse group of people, including neighborhood residents, Board members, staff, and volunteers.
- An interest in learning about and participating in neighborhood development and community organizing work.
- Ability to work occasional evenings and weekends to assist with community meetings or events.

Physical Requirements:

- Must be able to sit for moderate periods of time, with occasional activity changes, usually at a computer or desk.
- Must be able to lift or carry up to 20 pounds.
- Must be able to stand or walk for moderate periods of time.
- Must be able to drive for moderate periods of time.

To apply, please submit **cover letter outlining qualifications and interest in the position and resume** to: MCURC Board Search Committee, 6111 Madison Road, Cincinnati, OH 45227 or mcurcjobs@gmail.com.

MCURC is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or veteran's status.