



1427 E. 36th Street
Suite 4203F
Cleveland, OH 44114
www.kinnectohio.org

Position Available: Office Manager
Position Status: At-Will, Full Time
Position Focus: The primary responsibilities of the Office Manager are to provide programmatic and organizational support and to maintain the daily operations of the Kinnect offices.

Reports to: Executive Director or Executive Director's designee
Compensation: Salary depending on experience; benefits include health/vision/dental insurance, paid vacation, and employer-matched IRA contribution

Primary Responsibilities:

Kinnect is a mission-driven organization with a rapidly-changing work environment. We are passionate about our work, we work hard to create the greatest impact, and we bond through success. The ideal candidate will understand how the office manager role fits into the organization's overall success and take initiative to modify systems to support the success of the whole.

Office Management

- Serve as primary receptionist and first point of contact for people entering the office or calling by phone
- Coordinate large-scale mailing efforts regarding events, annual report, etc.
- Maintain and manage office supply inventory
- Manage incoming and outgoing mail
- Assist with computer software and hardware set-up for new employees and provide ongoing support for platforms used on a regular basis
- Manage new employee onboarding documentation and order business cards
- Manage daily operations and office flow regarding equipment, supplies, systems, and material needs
- Serve as primary contact for all office services (e.g., tech support, cleaning staff, maintenance, landlord, HVAC, repairs, storage, etc.)
- Create and maintain a system to manage scheduling for 6 shared meeting rooms
- Maintain overall office cleanliness and order
- Manage Kinnect swag and tabling materials

Meeting Coordination

- Schedule organizational and programmatic meetings
- Create and maintain office documents, including donor letters
- Attend and coordinate meetings as needed
- Assist with meeting room set-up and catering

Board Support

- Supports officers, committees, and leadership of the Board of Directors
- Attend board and committee meetings as assigned
- Take meeting minutes and provide drafts to committee staff
- Maintain official copies of meeting minutes and board documents
- Manage board and committee scheduling, including reminders, room set-up, and attendance tracking

Event and Fundraising Support

- Process event registrations
- Provide support to maintain development activities
- Assist with coordination of volunteer fundraising committees and fundraising events
- Enter data into Salesforce

Program Support

- Assist with programmatic support including data entry, PowerPoint displays, preparing information packets, and other duties as assigned
- Assist with tracking of programmatic outcomes and reports

Expectations

- Maintain confidentiality regarding Kinnect, partner organizations, and children served
- Perform other responsibilities assigned by the Executive Director
- Must be able to move equipment weighing up to 30 pounds
- Must be able to remain in a stationary position 50% of the time

Interested candidates should email a cover letter and resume to Naomi Worthington, Director of Capacity Building: naomi@kinnectohio.org

Phone calls about this job will not be accepted.