

Generate Health

Administrative Manager

Generate Health is dedicated to improving birth outcomes, promoting healthy families, and building healthy communities.

We are seeking a full-time Administrative Manager with superb administrative skills. The ideal candidate is creative at problem solving to find optimal solutions, knows how to prioritize, and when to make decisions. We are looking for someone who is enthusiastic, professional, and personable.

Purpose: Reporting to the Executive Director, the Administrative Manager is an important part of the Generate Health team responsible for performing and coordinating the office's administrative, financial and advancement activities.

Responsibilities:

Administration (35%)

- Manage the Executive Director calendar and assist with special projects.
- Manage organizational calendar.
- Maintain a very organized system of filing, within document retention policy, and create new systems when necessary.
- Provide meeting support to staff including, booking facilities, arranging for audio visual needs, purchasing snacks and ordering food, arranging transportation and child care for participants.
- Monitor, screen, respond to, and distribute incoming mail, communications and emails appropriately.
- Manage vendor relationships including landlord, janitorial, printers, suppliers, IT equipment support, insurance broker and contractors for facility repairs.
- Provide timely and proactive management of office environment, including office machines, supplies and facility. Maintain accurate inventory of equipment and furniture.
- Receive and address IT needs of staff.
- Make travel arrangements for staff and assist volunteers who may travel on Generate Health business.
- Ensure timely filing of state non-profit registration.
- Review and renew organizational insurance coverage annually.
- Other duties as assigned.

Financial (40%)

- Assist in managing and building organizational and grant budgets, expense accounts, credit card accounts, and petty cash.
- Manage accounts payable and receivable.
- Monthly close and account reconciliations.
- Prepare grant budget reports.
- Use judgment and discretion to independently prepare financial reports for presentation and analysis purposes including monthly finance statements for Finance Committee.
- Assist in annual audit preparation.

Human Resources (5%)

- Manage / coordinate with outside plan providers for employee benefit package.
- Participate in the personnel on-boarding process by preparing new employee materials and orienting them to office procedures, and adding/removing employees from coverage.
- Ensure compliance with posting of applicable laws

Advancement (20%)

- Support Director of Advancement administratively and provide crucial assistance with the Annual Awards event including participating with the Advancement Committee/Dinner Committee.

Generate Health

- Process donations and membership dues
- Maintain accurate member and donor database records through timely and efficient entry of data
- Writes error-free emails and letters preparing and editing all such correspondence, communications, presentations, and other documents.
- Plan and prepare email and website communication

Qualifications

- Bachelor's degree preferred with at least three to five years' experience of high-level administrative support and nonprofit bookkeeping experience.
- Proficient with software including MS Office Suite particularly Word, Excel, Outlook, and PowerPoint; donor databases, particularly Raisers Edge, and QuickBooks.
- Detail-oriented, organized, and able to multi-task while meeting important deadlines.
- Ability to maintain professionalism and confidentiality in sensitive, complex, confidential and/or controversial situations.
- Strong writing skills; experience in drafting correspondence, reports, and other written documents.
- Excellent interpersonal and verbal communication skills.
- Understanding and experience with database management; ability to adapt to new technology.
- Self-starter with the ability to work both independently and on collaborative teams.
- Self-motivated and able to work well with frequently-shifting priorities; ability to work with minimal supervision.

Competencies Required

- Interpersonal savvy – relates well to all kinds of people, builds appropriate rapport, builds constructive relationships, uses diplomacy and tact, keeps people informed and up to date, and communicates effectively verbally and in writing.
- Continual/active learner – seeks new sources of information to expand knowledge, integrates knowledge into work, open to ideas of others, seeks improvement, and resourceful.
- Innovation – creates or seizes opportunities to improve effectiveness and outcomes.
- Planning, organizing and measuring - good at figuring out processes necessary to get things done; knows how to organize people and activities; sets goals and tracks progress, able to handle multiple activities at one time.
- Diversity – supports and promotes environment that holds opportunities for all. Actively seeks opinions and ideas from people of varied background, experience, values, and enthusiastically works with all employees, partners and clients.
- Collaborative leadership – fully participates in creating a unified team that gets things done, values team and mission results over individual accomplishments.

Type of work environment associated with the job- Indoor, office setting. Travel by car through region to attend meetings in community settings. Work weekdays with flexible evening and weekend hours, ability to lift and carry boxes, office supplies and other materials needed for community meetings, workshops, conferences, and events.

To apply, send cover letter and resume to info@generatehealthstl.org. Please no phone calls.