

Texas 4000 for Cancer
Position Announcement

Job Title: Office Manager

Job Status: Part Time (20-25 hours per week)

Reports To: Executive Director

FLSA Status: Non-Exempt

Summary: Texas 4000 for Cancer is seeking a reliable, well-organized Office Manager to handle day-to-day operations and financial processes with a focus on efficiency and time management. The successful candidate is an energetic professional with a positive attitude who doesn't mind wearing multiple hats, and enjoys working collaboratively with others to accomplish administrative priorities of a cancer fighting organization.

Key Responsibilities:

Financial:

- Assist with financial processes at the office (weekly check and cash processing, tax receipting, etc.), including maintenance of records, alongside development and program staff
- Provide support to and collaborate with accountants on financial coding
- Assist with accounts payable and check request processes
- Assist with the audit as needed each year
- Troubleshooting of any issues involving online fundraising platforms

Administrative:

- Answer the main phone line and act as the primary greeter to visitors
- Ensure effective office management of systems and related processes
- Manage inventory and purchasing of office supplies and equipment
- Ensure effective filing systems and document retention
- Oversee intern recruitment, training, scheduling, assignments and utilization
- Ensure accurate data entry and donor database management
- Obtain and distribute mail, code for processing as needed
- Monitor, respond and delegate emails from the primary "info@texas4000.org" email account
- Assist Development Manager with merchandise order fulfillment
- Support merchandise management in collaboration with the Events Coordinator at all Texas 4000 events
- Oversee donor stewardship and communications with support and direction from the Development Manager
- Assist with large copying projects and mass mailings
- Provide staffing support at major program and fundraising events
- Manage website newsletter entries/ride dedications/journal approvals
- Other duties as needed or assigned

Qualifications and Capabilities:

Team player with commitment to the mission of Texas 4000 for Cancer, and minimum of 3 years of relevant administrative experience. A strong communicator with superior interpersonal skills, verbal and written. Self-motivated, resourceful, and willing to take a high degree of initiative. Possesses strong technology skills, including internet and cloud-based documents, and can work well under pressure to meet or exceed deadlines

and evolving priorities. High School diploma (or equivalent) is required. College degree preferred but will accept relevant work experience in lieu of college degree. Database experience (Raiser's Edge) preferred. Willingness to work occasional evenings and weekends. Moderate local travel may be required.

To apply, please email your cover letter and resume to info@texas4000.org no later than Friday, September 29.