



Job Description

Administrative Manager

Classification

Full Time / Exempt / Salaried

Job Summary:

The Administrative Manager works directly with the CEO to run the daily functions of personnel management including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. In addition, this position provides informational, organizational, and contractual support for fund development and programmatic activities.

Duties/Responsibilities:

Human Resources

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, artist contracts.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with CEO and leadership team to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Administrative

- Maintains executive's appointment schedule by planning and scheduling meetings, teleconferences, and/or travel.
- Manages the clerical operations of all artist and organizational contracts.
- Handles Community Center Tenant communications, lease agreements, room bookings, and accommodations
- Interfaces with Donor Management System to keep records up to date
- Works with the CEO to distribute materials to the board, executive committees, etc.
- Interfaces with grant writer to prepare and submit necessary materials for grant applications
- Prepares and completes direct mail initiatives
- Prepares thank you letters for donors and assists in cultivation of stakeholders
- Performs other duties as assigned related to accounting, clerical duties, administrative support to the CEO.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related software.
- Proficiency with or the ability to quickly learn HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- At least one year of human resource management experience is preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Salary begins at \$45,000 annually.

Interested candidates should submit a resume and cover letter and 3 professional references to employment@artsatlargeinc.org