

HISTORIC BOSTON INCORPORATED

Position Description

Office Manager

October 1, 2021

Overview

Founded in 1960 to save Downtown Boston's Old Corner Bookstore building (1718), Historic Boston Incorporated (HBI) is the only non-profit organization in Boston completely devoted to the rehabilitation of at-risk historic buildings for new uses. It is an organization of 15 board members, a 25-member advisory council, and four staff.



HBI seeks a skilled and energetic administrative professional to fill the position of Office Manager. The successful candidate will manage the office and administrative systems of the organization, ensuring that day-to-day operations are smooth, efficient and consistent in quality. The Office Manager is also responsible for keeping contact databases current, and coordinating the meetings of the organization's Board of Directors and Council of Advisors. HBI's Office Manager assists with bookkeeping and financial management, and supports fundraising activities, including the distribution of written and digital appeals and grant proposal preparation. Reporting to the Executive Director, this position provides administrative support to all members of Historic Boston's staff and to third-party accounting and property management staff.

The Office Manager undertakes the following activities:

Office Management

- Support work of all HBI staff by receiving visitors and the public graciously, answering telephone and directing calls to the proper individuals, processing incoming and handling all outgoing mail for all staff, checking and appropriately forwarding email sent to the HBI general email account
- Maintain and manage all paper and electronic filing systems at HBI and, in conjunction with all staff, recommend files for off-site storage, or for destruction in accordance with HBI records-holding policies.
- Monitor office supplies, and order as needed or by request. Coordinate recycling schedule.

- Have working knowledge of all office systems including telecommunications, information technology, network and wireless systems and printers; coordinate all related needs with third-party telecommunications and IT consultants.
- Maintain all databases of corporate accounts, passwords, and contact information.
- Manage relations with external IT service provider for ongoing maintenance and management support and troubleshoot staff and organizational IT problems as necessary.

Board of Directors and Committees Meeting Management

- Arrange meetings of board of directors and its committees, including meeting notices, reminders, agenda development, attendance tracking and other communications as necessary.
- Assist with general and special meeting planning and arrangements including catering, logistics and other arrangements.
- Draft meeting minutes for Board of Directors and board committee meetings for review by staff and directors.
- Maintain Board of Directors and Committees' history and attendance records.
- Assist with board site tours and trainings.
- Maintain and update the HBI Board intranet site at least once yearly and as necessary.

Public Relations, Web Communications, and Social Media

- Coordinate HBI's social media platforms; post content to HBI's blog and social media platforms.
- Maintain and update HBI website regularly with content revisions, notices and events/dates.
- Prepare monthly HBI Constant Contact E-Newsletter; Maintain and update mailing lists for blog/newsletter
- Assist with planning and organizing special events that promote the organization, its programs, and its members and affiliates.
- Assist with preparation of paper newsletter and coordinate its printing and mailing with graphic designer, printer and mailing house.
- Maintain HBI project one-pager documents

Fundraising Support and Database management

- Manage databases with primary responsibility for maintaining and updating electronic and paper information about HBI's supporters and donors, utilizing DonorPerfect software.
- Primary responsibility for preparation of mailings for annual appeals, newsletters, and related solicitations including maintenance and preparation of mailing lists, interface with external mailing house and graphic designers.
- Provide assistance to staff as requested with grants and proposal writing, and reports and acknowledgement letters to donors, foundations and financing entities for HBI programs, projects and grants received.
- Assist Executive Director and fundraising consultants with meeting schedules and coordination, letters of support, and communications related to fundraising grants and appeals.
- Provide staff support to HBI's Fundraising Committee.

Financial Support

- On a daily as needed basis, deposit incoming checks received in mail (from tenants & donors) to appropriate accounts.

- Enter both mailed-check and electronic donations into DonorPerfect system on a current basis when received, and update donor information per information accompanying donation receipt.
- Issue tax acknowledgement letters in accordance with IRS regs to donors on a current basis (generally bi-weekly).
- Assist with issuing manual checks for signature, coordinate with accounting staff and Executive Director for signing.
- General support to financial activity as needed, including scanning and sending documents received in mail to accounting or property manager or to electronic file locations.
- Assist with managing vendor relationships and resolution of billing issues as necessary, working with project and accounting staff.
- Handle duties and monitor general compliance with HBI's internal controls and other policies and procedures.
- Maintain files for vendors, cash disbursements and cash receipts
- Track credit card charges/receipts; ensure receipts are filed and submitted by all staff to accounting staff on a timely basis.
- Assist with periodic filings to local, state or federal agencies handled electronically or by USPS mailing, working with the responsible accounting or project staff for the given filing.

Other

- Provide assistance as needed to all staff on specific projects and special events.
- Assist staff with property management duties as required
- Other activities as assigned.

Skills and Experience

- BA or its equivalent in experience required
- Strong technology skills with good orientation to web technology, social media, and database management
- Knowledge of Microsoft Word, Excel, and PowerPoint is expected
- Knowledge of accounting, administrative and data management procedures and practices.
- Excellent verbal and written communication and organizational skills
- An ability to work with a diverse set of people in a wide range of settings
- Initiative and demonstrated ability to be a self-starter
- Excellent planning, organizing, time and work management.
- Patience, good humor, and a collaborative spirit

Historic Boston values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. HBI is an equal opportunity employer.

Competitive salary and benefits package ***Send resume and cover letter, including salary requirements, to:*** Kathy Kottaridis, Executive Director, Historic Boston Incorporated, 3 School Street, Boston, MA 02108 or kathy@historicboston.org. ***Resumes will be reviewed as they are received. Historic Boston Inc. seeks to fill this position as soon as possible. See www.historicboston.org for more information.***