

COMMUNITY RESOURCE CENTER

Job Title

Office Manager

Department

Admin Services

Reports To

CEO

Position Overview

The Office Manager supports the organization's daily operations, financial administration, donor engagement, and office infrastructure. This role serves as a key administrative partner to leadership, staff, and the Board of Directors, ensuring smooth internal operations, organized financial processes, reliable office systems, and coordinated fundraising support. Key Responsibilities

Key Responsibilities

Finance & Administrative Operations

- Support day-to-day financial processes, including invoices, payments, deposits, and coordination with the CFO.
- Assist with bank account activities and financial record maintenance.
- Maintain organized administrative and compliance records.

Office Operations

- Oversee general office operations, including supplies, equipment, maintenance, internet/phone services, and vendor coordination.
- Coordinate office technology and service providers to ensure systems remain functional.
- Manage shared calendars and serve as a primary point of contact for office communications.

Donor, Fundraising & Event Support

- Support donor stewardship efforts and maintain accurate donor records.
- Assist with fundraising initiatives and special events, providing operational and administrative coordination as needed.

- Manage community engagement initiatives such as hygiene drives.

Executive & Organizational Support

- Provide administrative support to the CEO and Board of Directors
- Support cross-departmental needs and contribute to an organized, collaborative workplace.

Qualifications

- Requires associate degree. Preferred bachelor's degree in business administration, management, office administration or non-profit
- 2+ years of experience in administrative or office management roles

Work Environment

Office based position. Requires regular visits to bank institutions.

Compensation and Benefits

\$45k-\$50k, commensurate with experience. Health stipend. Paid vacation and sick days.

Application Instructions

Please submit a cover letter of interest and your resume to hello@crcmidtn.org.