



Office Manager
Position Description
Posted 7/18/2017

Position Summary

Landmarks Illinois (LI) seeks a personable, collaborative, experienced and dedicated individual to be its Office Manager. This newly created position enables an ambitious or dynamic administrator to play an integral role in the meaningful work of Landmarks Illinois. The Office Manager has the vital position of supporting, sustaining and engaging with the team of eight, full-time professionals and more than 30 board members that drive our growing impact. They will become a member of a collegial team that is working to be in the vanguard of our field.

Reporting directly to the President, this position is responsible for managing office administration and improving operational efficiency. The Office Manager will ensure the smooth day-to-day functions of this statewide nonprofit organization. A person who enjoys having a sense of responsibility, being self-directed while also being collaborative, working in a busy office, learning new skills and communicating with others will enjoy this position. However, to be successful, the Office Manager must also be willing to have several tasks open simultaneously and to be patient with frequent interruptions.

Landmarks Illinois

Landmarks Illinois is an established nonprofit organization headquartered in Chicago and serving the entire state of Illinois. Through the practice of historic preservation, we save and reuse Illinois' rich architectural and cultural heritage for all of us to enjoy. In fact, Landmarks Illinois has been the state's leading voice for historic preservation since its founding in 1971. Preservation of historic and significant places is increasingly recognized as a local economic and community development tool, a sustainable / green design practice, a way to enhance quality of life, and provides authentic spaces and experiences. Landmarks Illinois supports and partners with people in communities throughout Chicagoland and the state to save the places that are important to them. That is why our tagline is "People Saving Places." We value history, and are stewards of and educators about our shared heritage, to improve lives. Landmarks Illinois is a privately funded, mission-driven organization with stable funding and a growth trajectory. To learn more, visit our website at www.landmarks.org

Responsibilities

Office Administration

- Answer and direct phone calls, serving as friendly and service-oriented welcome point to the public.
- Perform copying, filing and storeroom organization and management.
- Coordinate scheduling of office conference room.
- Order conference room and office supplies and manage inventory, including business cards, stationery and print materials.
- Manage inventory, presentation and general cleanliness of common spaces.
- Assist in printing and preparations for mass mailings.
- Process the mail, both incoming and outgoing.
- Assist in the production and processing of incoming donations, invoices and outgoing payments, subscriptions, contracts and other documents as assigned.

Staff and Board of Directors Support

- Coordinate scheduling, assemble and distribute materials, and take minutes for Board of Directors, Executive Committee, and other committee meetings, as requested.
- Assist staff members with scheduling meetings and the distribution of meeting notices and materials, as requested.
- Compile information for, write and distribute weekly staff meeting agenda.
- Oversee the application and interview process for volunteers and interns and coordinate their schedules and tasks, as appropriate.
- Assist the Director of Development and Engagement and the Events Manager in coordinating successful events according to established goals. This can include assisting with logistics, contracts, reservations, writing, editing, engaging with donors, and other duties as assigned.
- Provide additional support for Landmarks Illinois events and programs as needed.
- Attend Landmarks Illinois meetings and events, including on occasional evenings and weekends.
- Accept tasks as assigned to ensure optimal performance and success of Landmarks Illinois and the morale of its staff and board.

Data Processing and Technology

- Perform general data entry and, when needed, assist with office time sheets. Coordinate with staff in order to establish and meet deadlines for processing.
- Serve as liaison for office equipment contracts.
- Coordinate web hosting contracts and services.

- Manage adherence to and compliance with data security policies and protocols. Ensure the security of donor, board and employee data.
- Serve as the office information technology point person and work with appropriate contractors.

Qualifications and Desirable Qualities

- Landmarks Illinois welcomes persons with or without a degree for the Office Manager position. In your application materials, convey how your life experience directly relates to the responsibilities and opportunities around this position. A high school diploma or GED is required. An Associate’s degree or higher is welcomed.
- Three to five years of experience in office administration, including demonstrated experience in managing multiple projects. Experience working with a nonprofit organization or small business is a plus.
- Excellent customer service demeanor and skills, including a positive and helpful outlook.
- Superior interpersonal, writing, organizational and planning skills.
- Ability to establish and maintain excellent working relationships with colleagues, vendors and volunteers.
- A flexible team player, resilient and able to adapt to and thrive in a small office. Adept and graceful at “wearing many hats” simultaneously.
- Strong competency with PC computers and Microsoft Office programs, as well as project management experience.
- An exceptional work ethic and track record of personal initiative.
- Personal interest and belief in the mission of LI.

The Office Manager is a salaried position. Employees of Landmarks Illinois are expected to work at least 40 hours per week. The Office Manager is housed at the Chicago office; however, telecommuting and flexible scheduling may be available. Applicants with non-traditional schedules or arrangements are welcome to apply.

Landmarks Illinois seeks to provide an inclusive and equitable environment for all employees, interns, volunteers and stakeholders.

Salary and Tangible Benefits

Landmarks Illinois offers a competitive salary with typical annual cost-of-living and/or merit-based increases. Salary range will be commensurate with experience and qualifications.

Our benefits package is also impressive for a small nonprofit organization, including:

- Vanguard 401(k) retirement plan with an organizational match available after one year of employment;
- Blue Cross and Blue Shield of Illinois health care with an HMO and PPO option, with a portion paid by the organization;
- No-cost individual dental, vision, life, AD&D, and long-term disability insurance;
- Ten paid holidays
- Starting vacation time of ten days plus six days of paid sick leave. Vacation increases at one-year anniversary;
- Allowable pre-tax deductions for CTA Ventra cards.

Intangible Benefits

- A 46-year old organization that is well-established, has stable funding, and is in a growth mode;
- A smart, driven, hardworking, responsible and collegial team of colleagues to work with every day;
- A supportive, reasonable, fair and committed supervisor that is eager to be a partner, coach, and empowering force for your professional growth;
- An environment that welcomes new ideas, takes risks, and values assessing how to improve;
- An office that is never the same day twice and that offers an administrator a way to feel meaningfully engaged in the work;
- A place that values maintaining appropriate technology to assure smooth digital operations. This includes having a cloud-based email server, a high-end leased copier and laser printers, a five-year rotation for CPU and laptop replacement, and up-to-date software, licenses, and virus protection.
- A supportive and engaged Board of Directors.

Application Procedure

Applications for the Office Manager will be accepted beginning on July 18, 2017. The application period will be open until the position is filled.

Please e-mail the following application materials to Bonnie McDonald, President & CEO, at bmcdonald@landmarks.org with the subject line **Office Manager**.

- Cover letter with a summary of your experience, skills and interest in the mission of Landmarks Illinois;
- Resume;
- A summary of your office management experience or any alternative experience that supports your application for Office Manager.
- Contact list for three professional references.