

## **OFFICE MANAGER**

**DUTIES AND RESPONSIBILITIES** Supporting the Executive Director in managing the following tasks for the ODP: manage accounts payable, provide all necessary financial materials to outside compliance firm, maintain office calendar, incoming and outgoing mail delivery, supply inventory, and general office maintenance, including preparation for guests, and answering the main phone line.

- Organizing, prioritizing, and responding to large volumes of information, calls, and emails.
- Responsible for processing daily invoices, bank transactions, financial reporting, contracts, and agreements.
- Must become familiar with campaign compliance at both the State and Federal level.
- Work with Treasurer and outside compliance firm to provide information to file all taxes, FEC, OEC, and other governmental documents.
- Managing and maintaining relationships with property management and maintenance.
- Procuring and maintaining office equipment/supplies and support Executive Director in managing vendor relationships.
- Provide accurate and timely support to Chair regarding donor follow-up letters, thank you letters, and tracking sponsors.
- Prepare for Central Committee meetings, ODP conferences/conventions, and other events, and to facilitate effective communications, both internally and externally.
- Provide administrative support to the Chair and Executive Director.
- Other duties as assigned.

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## **KNOWLEDGE, SKILLS, AND ABILITIES DESIRED**

- Fully committed to providing the utmost in customer service
- Demonstrated commitment to promoting progressive values and causes.
- Knowledge of and experience working with QuickBooks.
- Proficient in Microsoft Office Suite and Google Office

- Two years' relevant work experience, preferably in operations, office management, and human resources, background in politically-oriented non-profits or campaigns a very strong plus.
- Excellent organizational skills with keen attention to detail, and ability to follow through without close supervision. Strong verbal, written, research, and interpersonal skills.
- Ability to work under pressure and remain flexible and adaptable as needs and priorities change.
- "Take charge" personality, resourcefulness, and ability to work proactively - thinking ahead of the calendar.
- Provide accurate and timely administrative support to Chair regarding donor solicitation, follow-up letters, thank you letters, and tracking sponsors.
- Impeccable assertiveness, tact, and diplomacy in handling confidential and sensitive issues.
- Strong work ethic and willingness to take ownership of wide-ranging responsibilities; ability to work independently while also being a very strong team player.

To apply for this position, please send cover letter and resume to [scott@okdemocrats.org](mailto:scott@okdemocrats.org).