



The Community Resource Center is looking for a well-rounded rockstar to handle being the Office Manager and first contact at the CRC. You will need to not shy away from greeting volunteers or having a rousing conversation at the coffee pot about the cost of basic essentials or the impact of a disaster on the CRC, all while handling the behind-the-scenes work of office calendars and invoicing systems. You will more than likely be a detail oriented person who considers themselves a Jack or Jill of all trades – budgeting, Excel, managing large-scale mailings, ordering office supplies, and unafraid to jump in when needed to unpack a giant box of donations. You will get to be part of some amazing events and opportunities in Nashville all while serving as the first point of contact for one of Nashville’s fastest growing nonprofits. We are looking for a bright star who is looking to grow their knowledge and experience within a small by mighty office of world changers! Apply to be a part of our team today!!

Administrative Coordination

- Ensure proper front desk coverage, answering phone calls, managing voicemails, and greeting guests
- Assist budget tracking and pledge receivable (invoicing)
- Manage the inputting and processing of donations into the office CRM. Manage donation acknowledgements
- Maintain the office’s fundraising CRM system (Bloomerang). This position will be the go-to “office expert” of our CRM system, maintaining a high-level knowledge of the CRM’s functions, capabilities, and troubleshooting
- Pull and prepare reports from the CRM system for office-wide planning and Board of Directors meetings
- Responsible for implementing and assuring building maintenance/needs are met
- Oversee and assure timely and accurate ordering of office, meeting, and/or event supplies
- Maintain an inventory of all non-technical assets
- Implementation of designated projects to support clerical/facilities improvements.
- Provide general administrative and clerical support
- Provide assistance to Leadership Team as needed
- Provide on-site event activation assistance as needed

Communications Coordination

- Manage the office’s general e-mail account and e-mail correspondence
- Assist in the management of the CEO’s calendar
- Monitors and disseminates incoming and outgoing correspondence via email, fax, or postal service
- Manage the calendar and communication for all Board of Directors meetings. Prepare agenda, reports, and order supplies for meetings as needed

- Manage the execution of the office Communications calendar. Work with other CRC staff members to lay out and send monthly emails and mailings
- Manage the execution of the office's Social Media accounts. Post approved Instagram and Facebook posts 6 days/week
- Review website consistently to update links, event info, and donation information
- Manage an inventory of client stories. Maintain a system with photos, videos, testimonials, etc. that is easily accessible for staff used for speaking events, interviews and grants
- Manage an ongoing dataset received by CRC nonprofit partners. Organize and identify missing data. Communicate with nonprofit partners to receive and refine required data points
- Manage promotional item(s) inventory (t-shirts, mugs, etc.)

Required Qualifications

- Bachelor's degree preferred
- Proficient computer skills
- Standard office administrative practices and procedures
- Ability to lift 25+ pounds
- Excellent written and verbal communication skills
- Attention to detail

Experience Desired

- Administrative Assistance
- Quickbooks Knowledge
- CRM Knowledge
- Social Media Management
- Coordination of Office-Wide Communications (e-mail, mailing, phone, calendar)
- Public Speaking

DIVERSITY IS OUR STRENGTH:

Diversity and Inclusiveness are core values at the CRC, and we continuously strive to be a team where everyone feels welcome and supported. It is the policy of the CRC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information and/or any other protected characteristic under applicable law. Individuals from underrepresented groups are especially encouraged to apply.

WORKING CONDITIONS:

This is an office/warehouse environment and normal changes in temperature are to be expected while working inside the warehouse or outside, on or around the loading dock. There are no hazardous or significantly unpleasant conditions.

ACCOMMODATION:

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made by the CRC which may pose serious health or safety risks to the employee or others, or which impose undue hardships on the organization.

TO APPLY:

Send a cover letter, resume, and two professional references to hello@crcmidtn.org. Applications without the requested information will not be considered. Qualified candidates will be contacted for an interview. No calls or emails.

This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time without notice.