



Take Stock in Children of Manatee County, Inc. Office Director Position Description

Title: Office Director

Basic Functions:

Responsible for enhancing the Executive Director's effectiveness by providing information management support, communication with all stakeholders, and coordination of office operations.

Essential Duties:

Executive Assistant Functions

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Completes projects by providing technical support and following up on results with project assignments to others.
- Maintain major donor database and Moves Management Fundraising System (input, track and report).
- Prepares reports by collecting and analyzing information using database systems such as STAR, DonorPerfect & Quickbooks.
- Secures information by completing data base backups.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Provides and maintains all communication records for key stakeholders and potential partners.
- Prepares and issues documents in advance of Board, Community Council and Committee Meetings
- Attends Board, Community Council and Committee Meetings to take and distribute notes as required.

Office Manager Functions

- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.



Take Stock in Children of Manatee County, Inc. Office Director Position Description

- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains accurate time-keeping records and processes bi-weekly payroll via Paychex
- Prepares Accounts Payable for volunteer book-keeper (Invoices, Expenses, etc.)
- Supports Financial Record-Keeping and Accounting as required

Marketing & Communication Functions

- Creates and executes a comprehensive communication plan to include Constant Contact emails, social media and text via Signal Vine.
- Keeps takestockmanatee.org content current and informative for program participants and those looking to become involved.
- Creates and distributes at least two Take Stock Manatee newsletters per month (general / Mentor) with content that is creative, engaging and consistent.
- Grows and engages audiences across all social media platforms. Creates a conversational type environment that encourages a sense of community within the Take Stock social pages and posts.
- Maintains marketing supplies and distribution.
- Executes communication plan and works in collaboration with other Take Stock staff on cohesive messaging.
- Utilizes Facebook, Twitter, Instagram, LinkedIn and other social media platforms as determined to efficiently and effectively communicate and promote the Take Stock in Children program.
- Creates social media strategic calendar outlining fundraising initiatives, events and program awareness.
- Provides detailed analytic reports on performance insights and trends in order to evaluate campaign effectiveness
- Works closely with the event coordinator to understand campaign initiatives and support via communications platforms.
- Cross-functionally with board initiatives and college success coach/program coordinators to collaborate on common goals.
- Timely response in updating communications platforms as new content is released.
- Proficient in Microsoft 365 to efficiently and effectively organize communication throughout the Take Stock in Children organization.
- Other activities as assigned by Executive Director.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Skills / Qualifications:

- Writing Skills



Take Stock in Children of Manatee County, Inc. Office Director Position Description

- Reporting Skills
- Supply Management
- Scheduling
- Microsoft 365 Office Skills (Outlook, Word, Excel, and PowerPoint)
- Adobe Creative Suite
- Constant Contact
- Databases
- Organization
- Time Management
- Presentation Skills
- Equipment Maintenance
- Travel Logistics
- Verbal Communication

Note: TSIC does not provide health insurance or retirement benefits.

Clear FBI background check, valid driver's license and proof of motor vehicle insurance

Job Type: Full-time, 37 1/2 hours / week

Salary: \$40,000.00 - \$45,000.00 /year

Job Location: Bradenton, FL 34203

Required education: Bachelor's required