



ADMINISTRATIVE DIRECTOR

Provide administrative support and coordination for Oakland Heritage Alliance, a non-profit organization that advocates the protection, preservation, and revitalization of Oakland's historic, cultural and natural resources through publications, education, and direct action.

Our small but pleasant sunlit office is in downtown Oakland, in a recently renovated office within one block of BART and bus lines. Our enthusiastic 1000-member group engages in varied events and activities, year round.

Summary:

Work independently in our one-person office in downtown Oakland, using initiative and employing good judgment. This job requires administrative, organizational, people, and computer skills. (Full position description available on website.) Report to board president in the management of the day-to-day operations of the office. Must have ability to work with office systems and procedures and in coordination with board/board committees.

Responsibilities:

[Assistance to Board] Provide administrative support to OHA's Board of Directors (prepare and mail correspondence to OHA members, public officials, and others; mail quarterly newsletter to OHA members and others). Provide administrative assistance for OHA special events, programs, and fundraisers; prepare and mail board meeting agenda packets; and maintain central files (general files, board minutes, grant progress and financial reports per retention requirements, etc.). Support board-initiated external funding by providing institutional documents as required, assembling and maintaining grant files: supply required documentation. Help monitor active grants and support grant reporting process, including sending reminder emails, to ensure compliance with grant requirements and donor-specified restrictions or instructions and to facilitate audit. Assist with other aspects of grant administration, as requested. Maintain all permits, registrations, as required by law, and insurance, lease and other institutional documentation. Assist board president in developing and maintaining annual calendar and requesting agenda items prior to monthly board meetings. Prepare office report for monthly board meetings. Other related duties as assigned by Board President.

[*Operation of Office*] Manage daily operation of OHA office, including: answering phone; retrieving and processing mail; responding to emails and faxes; providing information or assistance to callers; communicating with Board members as necessary; maintaining office supplies and arranging for necessary equipment purchase and service; manage physical arrangements of office space; interface with landlord as needed.

[*Assistance to Treasurer*] Assist OHA's treasurer by making immediate and accurate record of check or cash receipts, maintaining same in secure location, making bank deposits on a regular schedule, entering deposits and expenditures in Quickbooks, preparing checks in payment of all invoices and monthly bills for the treasurer's signature, mailing payments in timely fashion.

[*Database*] Maintain and update database with membership, donor, volunteer, and other information. Review database entries on a regular schedule to eliminate duplication and errors. Prepare and mail membership renewals on quarterly basis; mail membership cards and thank you letters upon receipt of dues; provide newsletter editor with information on high donors and new members for acknowledgment in newsletter.

[*Volunteer Management*] Manage volunteer recruitment. Arrange for volunteer assistance with mailings, telephoning, and, as directed, with OHA's events and programs. Continue to build the volunteer list, work to make volunteering enjoyable and rewarding, and take responsibility for thank you notes. Work with programs chair to plan and implement volunteer appreciation event. Where needed, assist board members in appropriate recognition of volunteer effort. Provide newsletter editor with names of volunteers for acknowledgment in newsletter.

[*Assistance on Programs and Events*] Send press releases to media, city and neighborhood organizations; help coordinate venues for events; prepare materials for events as needed (sign-in sheets, signs, sales info, etc.); draft and mail correspondence soliciting and confirming donations, underwriting, and participation in events; compile RSVP lists for events; serve as central information point for events; draft and mail thank yous as needed.

[*Publications*] Coordinate sales and distribution of publications sponsored by or available through OHA, including maintenance of inventory and sales records, preparation and mailing of invoices. Provide calendar items to webmaster for inclusion on website.

Skills and Attributes:

The ideal candidate will have a Bachelor's degree and at least two years of administrative work.

-High level of comfort with Internet, basic applications, database administration and simple bookkeeping (Quickbooks).

- People-oriented and high energy with outstanding interpersonal skills

-Strong organization, diplomacy, and telephone skills

-Excellent verbal and written communications skills

-Attention to detail and follow-through

-Ability to lift and move up to 35 lbs required

-It would be preferable for applicants to have a California driver's license and access to car and be available to work occasional evenings or weekends when required by schedule or events

Other desirable experience:

- Experience in nonprofit administration and simple bookkeeping

- Demonstrated positive experience interacting with board, volunteers, and general public

Application Procedures:

Please send cover letter, resume, salary history, and professional references by U. S. Mail to: Oakland Heritage Alliance, 446 17th Street, Suite 301, Oakland, CA 94612 and email a copy to:

Resumes@oaklandheritage.org

Application deadline: Noon, Friday, November 15, 2004

Target start date: December 1, 2004