



Enriching Lives through Music

ELM Office Manager Job Description

Title: ELM Office Manager
Reports to: Executive Director
Hours: Approximately 30 hours per week
Salary: \$23-\$25 per hour
Start date: October 15 or as soon as filled

Enriching Lives through Music

Enriching Lives Through Music (ELM) is a music school that provides full scholarship, multi-year, intensive music education and performance opportunities to youth from the Canal neighborhood of San Rafael to develop confidence, passion, discipline and other skills needed to succeed in life.

Founded 10 years ago, ELM recently entered a new phase of growth with the opening of dedicated classrooms and offices in San Rafael, where many of their music classes will take place after school. Our mission is: *to inspire youth from underserved neighborhoods to envision and achieve success in all facets of their lives through music education, performance, and engagement in a vibrant center of music excellence.*

Position Summary

The ELM office manager provides a single point of contact for all day-to-day ELM business operations and general oversight of the new offices at 2955 Kerner Boulevard. This position is a new position at ELM, intended to support the organization. Responsibilities include: support for the Executive Director, program accounting and reporting, payroll, contracts, fund-raising grant tracking, event support, and board support.

The position reports to ELM's Executive Director, is supported by ELM's Controller, and works closely with ELM's Music Program Coordinator.

Primary Responsibilities

Office Management and Administration

- Administrative oversight of ELM office (2955 Kerner Blvd.)
 - Order office and equipment supplies

- Contractor and subscription coordination (Comcast, alarm system, copier rental, non-profit insurance policy renewal)
- Electronic and paper file organization
- Support ELM music and donor events
 - Administrative support for ELM performances, including concert venue booking, invitations, and RSVPs
- Program support as needed

Human Resources

- Employee packets (coordinate updates to handbook)
- Prepare payroll for employees, independent contractors and vendors (Paychex)
- Prepare and post job listings
- Produce independent contractor and teaching artist contracts

Bookkeeping Support

- Pay bills and sends invoices (Quickbooks)
- Support ELM Budget
 - Track expenses and donations
 - Provide data for annual budgeting process
 - Issues Financial Statements requested by grantors

Development Support

- Track fundraising efforts and receipts
- Compile and maintain Funding Calendar
- Track grant proposals, renewals and applications
- Manage Donor Database (Bloomerang)
 - Maintain lists of ELM contacts and prospect
 - Print and mail email and post fundraising letters and communication
 - Manage donor appreciation and prospective donor events
- Support ELM Board of Trustees:
 - Schedule and communicate board and board committee meetings
 - Provide administrative support before, during, and after board meeting
 - Send board packets to new members
 - Other duties as assigned/relevant

Required skills and experience:

- Significant prior office management experience (at least 3 years)
- Exceptionally detail oriented and highly organized
- Enjoy working in a busy environment, interacting with families and musicians
- Budget management and reporting and human resource experience
- Strong written and oral communications skills
- Strong sense of diplomacy and the ability to represent ELM in a professional manner
- Interest in growing professionally with a mission-driven, social justice organization

Familiarity with frequently-used software/systems:

- Quickbooks
- Bloomerang (donor data base system)
- Paychex
- Dropbox
- Microsoft Office and Google Suite proficiency (Word, Excel, PowerPoint)

TO APPLY

Please send a resumé, cover letter and professional references to Jane Kramer, Executive Director. jane@elmprogram.org

Learn more about ELM at:

www.elmprogram.org