

CINCINNATI
DEVELOPMENT
FUND

JOB DESCRIPTION

Job Title: Office Manager

Date: March 2022

Reports to: Chief Administrative Officer

Exempt/Nonexempt: Exempt

Position Objective: Responsible for office operations, procedures, and resources to facilitate organizational effectiveness and efficiency. This role also provides executive administrative support as well as support for marketing/communications efforts to strengthen employee engagement and community awareness.

Position Responsibilities:

Office Management

- Ensure smooth flow of work processes at the office. This includes identifying inefficient, inconsistent, or undefined processes; establishing improved workflows; and getting employee buy-in and participation in change.
- Serve as office receptionist: answer phones and welcome guests.
- Act as the point person for maintenance, mail, supplies, and equipment. Manage related budgets.
- Manage electronic and physical filing systems. Maintain/purge files according to company policy.
- Oversee company subscriptions, memberships, and sponsorships, including scheduling attendees at sponsored events.
- Troubleshoot office equipment (copier, phone, alarm system) issues and coordinate repairs/updates.

Executive Administrative Support

- Manage Outlook calendars for executives.
- Make conference reservations and arrange travel and hotel accommodations for staff.
- Coordinate bimonthly board meetings; compile and distribute board packets.
- Serve as in-house expert on Microsoft Office programs including Excel, Word, and PowerPoint.
- Oversee onboarding of new employees: order supplies, set up required workspace and technology, and provide orientation.
- Acquire and/or maintain Notary Public designation and capabilities.

Communications/Marketing Support

- Write, edit, format, and proofread reports, PowerPoint presentations, internal newsletter, and other company documents.
- Assist with social media, project photography, website content/updates, and photo file maintenance.
- Coordinate company events (lunches, bus tours, etc.). Manage event budgets.
- Proactively identify new opportunities to support CDF's strategic goals and objectives.

Required:

- Outstanding organizational skills.
- Strong verbal/written communication and proofreading skills.
- Proven administrative skills with proficiency working with Microsoft Office (Word, Excel, PowerPoint), data management, and website publishing.
- Ability to work independently with little or no supervision and accept responsibility/ownership for assignments.
- Strong reasoning and analytical skills.
- Self-starter, able to anticipate, identify, and solve problems.
- Ability to juggle multiple priorities at once.
- Excellent time management skills.
- Quality-minded with unwavering attention to detail.
- Positive attitude and strong interpersonal skills – able to work with people at all organizational/community levels.
- Team player – committed to working in a collaborative, team environment.
- High school diploma or GED.

Preferred:

- Two- or four-year college degree.
- Two or more years of office management/administrative experience.
- Experience with social media, publications (writing/editing), and event planning.
- Community development, real estate, or banking background.

Compensation:

Cincinnati Development Fund offers competitive pay along with comprehensive benefits options including medical, dental and vision insurance and long-term disability insurance; 403(b) retirement plan (with company contribution); company-paid life insurance and short-term disability insurance; tuition reimbursement; a Health, Wellness & Technology stipend; and generous paid time off.

About Cincinnati Development Fund:

Cincinnati Development Fund is a 501(c)(3) nonprofit lending institution that fills a gap not covered by traditional lenders. CDF provides funding for real estate development in under-served markets in the Greater Cincinnati area as well as facilities and equipment funding for nonprofit organizations in the region. CDF's mission is to provide innovative real estate financing for projects that strengthen low-income neighborhoods and improve lives. Our vision is to be at the forefront of redevelopment plans in Greater Cincinnati, helping low-income communities preserve their historic buildings and create vibrant, inclusive neighborhoods.

A certified Community Development Financial Institution (CDFI) and Community Development Entity (CDE), CDF is an equal opportunity employer and an equal opportunity provider.

To Apply:

Please send a cover letter and resume to info@cinddevfund.org.