



Administrative Manager

Full-time position

Position Summary: Bring your best organization, communication, and project management skills to the full-time Administrative Manager position at Global Minnesota. Proactively manage administrative services for the organization, including a busy front desk and an internship program. Provide executive support: managing information, calendars, and communications internally and externally to help the organization run smoothly. Coordinate the President's weekly communications. Manage the work of a large board of directors and assist the Director of Operations on a daily basis with a wide range of projects, from hiring to event planning, from research to policy writing and fundraising. This is a wide ranging position with both a big learning curve and a great opportunity to grow your skills and take on more responsibility in nonprofit administration, including supervising future staff. Full position details available online at: www.globalminnesota.org/about/employment

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to be celebrating over 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently, some staff work hybrid schedules and others work from home. We anticipate hybrid schedules in the future. For more information on the organization, visit our website at: www.globalminnesota.org.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication, cross-cultural, and interpersonal skills and an interest in working effectively with multiple constituencies are especially effective.

Reports to: Director of Operations

Qualifications: You are a multitasking organizer with at least two years of experience in administration, project management, or similar area where you have demonstrated initiative, problem solving, and good judgement skills while prioritizing work on multiple projects, showing strong attention to detail, and ability to anticipate and meet deadlines. You have a positive, welcoming attitude and outstanding internal/external customer service skills and can handle difficult issues with sensitivity. You bring good written, verbal, and video communication skills and know Microsoft Office and Google Suite. You are discreet and have an understanding of and commitment to the organization's global mission. Knowledge about the world and international experience would be ideal.

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Position Details

Administrative Services

**Initially this role will handle a busy front desk and then assist in the hiring of a coordinator for that role, which this position will supervise.*

- Handle incoming calls, voicemails, and emails; provides information and referrals.
- Handle routine correspondence and requests for information.
- Pick up, opens, logs, and distributes mail in-office twice per week.

- Manage supplies based on budget.
- Support the accounting function by tracking incoming funds on cash receipts journal, managing petty cash, assisting with month end close, including postage allocation, etc.
- Organize and maintain office and central systems organizational files and archives, procedures/policies; organizational handbook(s) describing policies and procedures, including front desk procedures; facility and non-computer equipment.
- Proactively assess administrative needs; solve problems as they arise; lead or assist with organization wide projects such as mailings, volunteer projects, etc.
- Take program registrations, book orders, memberships, payments, etc. from the public.
- Coordinate books sales, shipping and communication.
- Promote Global Minnesota membership, events in communication with the public.
- Assist with and stay up to date on programs, fundraising and marketing projects.

Coordinate Board of Directors

- Coordinate board and committee meetings, including calendars, invitations and attendance; logistics (both in-person and virtual), agendas, meeting materials, and minutes. Draft board communication and responds to information requests. Organize annual board information, such as contact lists, committee assignments, letterhead, conflict of interest forms, etc. Plan board orientations and coordinate the processes for incoming and outgoing board members. Provide support to board committees and assist with board events. Attend board and committee meetings.

Executive Support

- Manage the President's bi-weekly communication, including proofing and editing; draft correspondence; communicate with internal and external audiences on behalf of the President. Create Power Points and other materials as needed. Provide support for the President when moderating programs, including onsite support for events.
- Assist the Director of Operations on a daily basis with projects related to current priorities. May include coordination of hiring process, research in a wide variety of areas; planning events and activities; drafting letters, summaries, reports, and marketing language; organizing files, office processes and office management; major gifts fundraising and other fundraising; contacting vendors; editing documents, scheduling meetings and sending reminders; coordinating expense and other reports; managing one-time projects, etc.
- Coordinate organizational dashboard and statistics.

Facility Management

- Manage Global Minnesota's facility - coordinates cleaning/University services; arranges for keys, security codes, parking lot, U cards, etc. Interacts with the University to solve problems and schedule repairs, etc.
- Manage the organization's equipment.
- Assist with security system and safety/emergency procedures.

Organizational Support

- This position works in partnership with all staff to ensure a smoothly functioning organization.
- May assist with or serve as backup for program related needs, such as writing/formatting the Friday "Global Connect" newsletter, coordinating outreach and follow up with promotional partners for various large events, editing video, or creating social media posts.
- Serve as a backup to other staff across the organization when out of the office.
- Participate in staff meetings, events, programs, board functions, fundraisers and more on a regular basis to ensure understanding and support for the organization. Assist with other programs and duties as directed by supervisor.

Other duties as assigned.

Employment and Benefit Information: The Administrative Manager is a full time, exempt employee, who generally works a set of core hours between 8 AM and 6 PM Monday-Friday with additional morning and evening meetings, events, and occasional weekend responsibilities. Global Minnesota offers a full compensation package including salary, paid vacation (13 days in year one), paid holidays (10-14), paid sick leave (12 days in year one), employee health insurance, dental insurance, disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, and optional pre-tax employee contribution to a retirement fund. Our team regularly has opportunities to learn from global experts and local leaders.

Starting salary range for this position is \$38,000 to \$42,000 per year, based on years of related experience.

Confidential Application Process: Send a resume and letter of interest to Kathleen Oscarson, Director of Operations, at info@globalminnesota.org. You will receive an email confirmation to let you know that your application has been received. Applications will be reviewed as received.