

Administrative Manager

Reading And Beyond
4819 E. Butler Avenue
Fresno, CA 93727
559/454-8810 Ph.
559/454-8811 Fax

TITLE: Administrative Manager
REPORTS TO: Executive Director
JOB STATUS: Full-Time Position
FLSA STATUS: At-Will Exempt Staff

GENERAL SUMMARY & SCOPE:

Reading and Beyond is a non-profit organization whose mission is "To empower children and families to achieve productive, self-reliant lives." While literacy was the initial focus towards meeting this mission, there are now a variety of programs. The organization operates these programs in various sites in and around the Fresno County area. Due to the variety and quantity of these programs, Reading and Beyond now seeks an Administrative Manager to provide oversight and support.

The Administrative Manager will be responsible for daily operations including, oversight of programs, contract compliance, program budgeted expenditures, and field staff supervision. The Administrative Manager will report to the Executive Director with whom he/she will work closely. The Administrative Manager will cultivate a team atmosphere while utilizing skilled employees do their best. He/she must be detail oriented and be able to review the work of direct reports.

While Reading and Beyond is a non-profit organization it is looking for a manager with business experience who can bring a professional, business orientation. No experience with non-profits is required, just a willingness and capability to learn a new type of service business

PRINCIPAL DUTIES:

60% - Manage existing programs being provided by the organization, including hiring staff, organizing to meet contractual provisions, forming teams at the service sites, supervising the program directors, monitoring budgets, and reporting program progress to stakeholders.

20% - Assist Executive Director in the representation of the organization to stakeholders and potential stakeholders through the attendance of and even presentations at public functions and private meetings. This includes political events, conferences, hearings, and negotiations, and board meetings.

20% - Serve on Executive Committee to develop strategy, goals, and budgets. Also pursue the development of new programs and funding sources by overseeing the writing of grants and proposals.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS:

- Education: BS or BA Degree.
- Experience: 10 years work experience, including 5 years management experience.
- Ability to effectively hire, lead, direct, and manage people who are working in supervisory, administrative, hourly, and volunteer roles.
- Self-motivating.
- Goal-oriented, persistent and persuasive, follow-through on completion of tasks.
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines and budgets.
- Ability to plan, prioritize, coordinate, and manage own work; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively.
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities; ability to communicate clearly in person and in writing; ability to manage and share pertinent information with staff and board.
- Ability to work well under pressure.
- Ability to negotiate and understanding contracts.
- Proficiency in computer skills, including Word, Excel, PowerPoint, Outlook, Access.
- Comfortable to used Email and internet.

PHYSICAL REQUIREMENTS:

It may require sitting at a computer for up to 8hrs/day and ability to lift 30 pounds.

SPECIAL REQUIREMENTS:

The candidate must have reliable car and maintain updated license and insurance
Reading And Beyond staff is required to submit to a background and credit checks.

SALARY AND BENEFITS:

This is a full-time, at will exempt position, with paid benefits (dental, medical, matching 401K contribution, vacation, sick days and holidays). Annual compensation: \$55,000 – \$65,000, depending on experience.

TO APPLY: Send cover letter, resume, and salary requirements to:

Reading and Beyond
ATTN: Luis Santana
4819 E. Butler Avenue
Fresno, CA 93727

Email: recruiting@readingandbeyond.org

DEADLINE: None. Position open until filled.

Reading and Beyond is an Equal Employment Opportunity Employer.