

**Job Title: Office Manager**

**Location:** North Vernon, IN

**Reports to:** Executive Director

**Employment Type:** Full-Time / Part-Time

**FLSA Status:** Exempt – Full Time / Part-Time

## **Position Summary:**

The Jennings County Community Foundation is seeking a highly organized and proactive **Office Manager** to support daily operations and help further our mission of serving the community through philanthropy. This role is ideal for someone who is eager to learn and grow within a nonprofit environment, with exposure to all areas of community foundation work, including database management, donor relations, event planning, marketing, and finance.

## **Key Responsibilities:**

### **Administrative & Office Management**

- Manage day-to-day office operations, including phone and email communication, supplies, scheduling, and recordkeeping
- Serve as the first point of contact for visitors, donors, and community partners
- Maintain a welcoming, professional office environment and support foundation staff and board needs

### **Database & Technology Systems**

- Learn and maintain the **Foundant** system for grants, scholarships, donor management, and fund tracking
- Maintain accurate and timely records of donors, gifts, and constituents

### **Finance & Fund Management**

- Support the Executive Director and financial advisor in preparing fund reports and basic financial documentation
- Assist with donation processing, acknowledgement letters, and reconciling contributions
- Maintain documentation and files for audits, compliance, and board reporting
- Understanding of bookkeeping and financial principles

## **Qualifications:**

- Prior experience in office administration, nonprofit, or customer service roles preferred
- Strong organizational skills, attention to detail, and ability to manage multiple priorities
- Excellent verbal and written communication skills
- Willingness and ability to learn specialized nonprofit software platforms (training provided for Foundant and GiveSmart)

- Proficiency in Microsoft Office Suite and comfort with social media and email marketing tools
- Ability to work both independently and collaboratively in a small team environment
- Passion for community impact and the mission of the Community Foundation

**Preferred (but not required):**

- Experience working in a nonprofit or philanthropic organization
- Familiarity with donor databases or fundraising platforms

**Benefits**

- Competitive hourly rate based of level of experience and skills
- Full-time position that will include at least 1 to 3 evening and weekend events
- Benefits include vacation, personal leave, sick leave, health care stipend, and retirement contribution

---

**To Apply:**

Please submit your resume, a brief cover letter, and three references to [jccf@jenningsfoundation.net](mailto:jccf@jenningsfoundation.net) by Friday, August 20, 2025 at 12 pm EST.