

GRANTMAKERS FOR GIRLS OF COLOR

Job Description

OFFICE MANAGER

Status: Full Time/Exempt

Location: Brooklyn, NY

Reports to: Deputy Director

ABOUT GRANTMAKERS FOR GIRLS OF COLOR

Grantmakers for Girls of Color (G4GC) works to amplify and mobilize resources to support transformative organizing work to dismantle systems of oppression in the United States led by girls and gender-expansive youth of color. G4GC envisions a world in which all girls are healthy, safe and thriving. We recognize that girls of color hold particular vulnerabilities because of their age and other intersecting identities; and yet they also hold immense power to drive transformation. At the same time, girls of color are often invisible across funding priorities, efforts to address policy change, and in systems and programming. We believe that investing in building the power of girls and responding to their vulnerabilities is critical to creating meaningful change with and for them, their communities, and this country.

Through our grantmaking, research, communications, and donor organizing efforts, we work to promote leverage strategic partnerships and build community across philanthropy, connect funders to movements through targeted programming that centers the wisdom and leadership of girls and gender-expansive youth of color, foster community among movement leaders, and conduct and support research to advance philanthropy's ability to better respond to the needs of girls and gender-expansive youth of color. Since August of 2019, G4GC has been a fiscally sponsored project of Rockefeller Philanthropy Advisors.

Visit www.grantmakersforgirlsofcolor.org to learn more about G4GC's programs and operations.

ABOUT THIS POSITION

The **Office Manager** will support G4GC's mission of creating a safe, operational, and welcoming space that serves the needs of staff, community partners, and girls and young femmes of color. The Office Manager will serve as the first point of contact for all visitors to the space in Brooklyn, New York. The Office Manager will organize and coordinate office administration procedures in order to ensure organizational effectiveness, efficiency, and safety. Reporting to the Deputy Director, the Office Manager will manage facility protocols, inventory control, and will be trained on and supervise the COVID-19 safety and cleaning procedures. The Office Manager will also organize and direct incoming communications and manage G4GC's mailing system. In partnership with Brooklyn-based staff, the Office Manager will support event and meeting set-up and breakdown in addition to cultivating a culture of inclusivity, creativity, and restoration.

The Office Manager will have a passion for championing equity and justice for girls of color. They will exhibit a strong connection to our diverse community and will have the skills and

enthusiasm to provide support to our community of activists and grantmakers. The Office Manager will share a commitment to G4GC's mission and shared values of authenticity, accountability, urgency and a results orientation, inclusivity, transformation, embracing freedom and creativity, and motivated by love.

Key Responsibilities

- Support the design of G4GC's office space in Brooklyn, NY
- Manage opening and closing procedures for physical office
- Oversee reception duties including, welcoming guests and managing visitor intake procedures at the Brooklyn office
- Answer phones, check voicemail, and direct incoming calls or messages to appropriate staff members
- Prepare outgoing deliveries and drop off mail at Postal Office and accept mail and deliveries and distribute as appropriate
- Monitor and maintain office supplies inventory
- Maintain proper security procedures
- Support implementation and compliance to the COVID-19 Safety and Cleaning Procedures, including partnering with cleaning vendors and staff to keep the space neat, tidy, and clean
- Assist with on-site meetings and events set-up, break down, and planning
- Manage relationships with vendors, service providers and landlord, ensuring that all items are invoiced and paid on time
- Implement other office operations and procedures
- Steward the values of G4GC as a place of inclusivity, creativity, transformation, and love

Required Qualifications

- At least 2 years of office management, administrative, or assistant experience
- Proven time management and organizational skills, with the ability to meet deadlines, multitask and prioritize work
- Excellent written and verbal communication skills
- Strong attention to detail
- Proficiency in Microsoft Office, Google Suite, and other administrative systems and software
- Ability to maintain confidentiality and discretion
- Strong interpersonal skills and a service orientation
- Commitment to shared organizational values
- Proficiency in English

Preferred Qualifications

- Experience working or volunteering with youth-serving organizations

ABOUT COMPENSATION AND BENEFITS

The salary range for this position is \$50,000-60,000 commensurate with experience, plus a competitive benefits package including health coverage, retirement benefits, paid sick leave, vacation and holidays, tuition reimbursement, and access to professional development resources.

Please send a cover letter, resumé, and list of references to Maheen Kaleem, Deputy Director, at mkaleem@grantmakersforgirlsofcolor.org. Position open until filled.



As a project of Rockefeller Philanthropy Advisors, the Grantmakers for Girls of Color is a values-based equal opportunity employer. We have a deep commitment to building transformative culture and challenging racism, sexism, homophobia and oppression in all its forms. We strongly encourage people of color, women, LGBTQ individuals, differently-abled people, formerly incarcerated people and people of any and all traditionally marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.
