

Wednesday, August 11, 2010

## Office Manager/Executive Administrator

danceusa@danceusa.org

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Dance/USA, the national service organization for professional dance, seeks a full-time, multifaceted Office Manager / Executive Administrator who will be responsible for general daily office operations and for providing administrative support to the Executive Director and other key department directors. The Office Manager / Executive Administrator provides support to staff in such areas as programming, meeting planning, individual and group travel arrangements, internal and external communications, accounts payable and receivable, and other areas. The qualified candidate must be extremely detail oriented and exhibit superior organizational, interpersonal, and oral and written communication skills. The individual in this vital position must have the capacity to see the organization's overall operations, to anticipate needs and respond quickly and effectively to ensure smooth operations.

Responsibilities include, but are not limited to:

### Office Management / Executive Assistance

- Implement and manage systems related to daily office functions;
- Manage and distribute incoming mail, e-mail, phone, and faxes; coordinate conference calls as needed
- Maintain files and correspondence, including all Dance/USA archives and dance library;
- Receive and respond to requests for materials and resources, including sales of publications, and route requests for special data or other information to the appropriate staff member;
- Maintain office supplies, storage and equipment areas; place orders for supplies and materials as needed or requested by other staff;
- Oversee and maintain all office equipment (copier, printers, fax, postage meter, etc);
- Provide support to the Director of Finance and Operations with accounts receivable and accounts payable;
- Prepare and provide agendas for weekly staff meetings;
- Oversee recruiting and supervising of interns on general or project specific tasks;
- Assist with data entry in updating database information systems as needed;
- Coordinate intra-office meetings, events, and parties;
- Make travel arrangements for the Executive Director and other staff as needed for conferences, meetings and other business related travel.

### Development Support

- Assist with online grant applications;
- Assist the Director of Development with data entry for funders in database;
- Coordinate periodic mass mailings to funders (quarterly member letters, etc);

### Programming Support

- Assist the Event Manager with meeting and event logistics as needed;
- Process conference registrations, including payment of fees and requests for reimbursements, and coordinate communications with registrants as necessary;
- Coordinate travel arrangements for conference speakers and guests as needed;
- Prepare nametags and other packet materials for meeting and conference attendees;
- Coordinate the registration set-up and onsite processes with the Event Manager;
- Coordinate shipping of materials to and from meeting/event sites.

### Qualifications

The successful candidate will be an energetic professional with experience in management with a dance, arts or nonprofit organization. Superior multitasking skills and the ability to set priorities are essential. This position requires attention to detail and excellent customer service abilities.

Bachelor's degree required; also requisite is a proficiency in a variety of standard business computer programs including Microsoft Outlook, Word, Excel and Access, and Adobe Acrobat, among other programs. Experience with QuickBooks is preferred but not required. Experience and/or knowledge and an interest in technology, website and database development a plus; some travel is required.

Application Closing Date: August 31, 2010.

Salary and benefits commensurate with experience; send a one-page cover letter stating your qualifications and salary expectations, and a complete resume by email to:

Rachel Bell  
Dance/USA, Office Manager/Executive Administrator  
danceusa@danceusa.org

Include job title in the email subject line. No phone calls please.

danceusa@danceusa.org

[< back](#)

[previous listing](#) • [next listing](#)