

Wednesday, September 20, 2017

Dance/NYC Office Manager

Company: Dance/NYC
Location: New York, NY

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Title: Office Manager
Location: New York City
Reports to: Executive Director
Status: Full-time, non-exempt position with opportunity for career growth within the organization; start date November 1, 2017 (negotiable)

Dance/NYC's (www.dance.nyc) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. Dance/NYC embeds core values of equity and inclusion into all aspects of its programs and operations and works in alliance with Dance/USA, the national service organization for professional dance.

Dance/NYC seeks to replace its outgoing Manager of Operations and Grantmaking with a key full-time Office Manager who will assume responsibility for office management and administration, while shifting fundraising responsibilities to its Development and Communications Coordinator. The employee will be a part of a full-time staff of five and report to the Executive Director and will work closely with the Programs Manager and the Development and Communications Coordinator to execute on programmatic and fundraising priorities.

Duties and Responsibilities

Office Management

Reporting to the Executive Director and working with the Programs Manager and Development and Communications Coordinator:

- Establish and maintain up-to-date records of office management practices
- With input from staff, manage organizational calendar and track deliverable dates and internal and external deadlines across projects (fiscal management, fundraising, communications, programs)
- Provide support in maintaining the organization's CRM database (Salesforce/Patron Manager), including:
 - Data entry, list creation, and report exports
 - Liaise with vendors and coordinate contracts and purchases
 - Respond to constituent inquiries (mail, phone)
 - Train staff on operations systems
- Support other areas of general administration as needed

Facilities Management

Reporting to the Executive Director and liaising with building managers:

- Manage facilities and office technology
- Oversee transition from temporary office space (TBD) back to permanent office (Mertz Gilmore Foundation), including:
 - Liaising with management from temporary office space to execute on their policies and procedures;
 - Manage the transfer and organization of all Dance/NYC materials from temporary office space and storage unit to the Mertz Gilmore Foundation

Fiscal Coordination and Compliance

Reporting to the Executive Director and working with financial consultants:

- Administer organization's fiscal policies and procedures, with a focus on:
 - Bookkeeping
 - Maintain accurate ledgers by recording financial transactions (invoices, accounts payable, accounts receivable, sales receipts, credit card transactions) in the organization's accounting software (Quickbooks)
 - Reconcile accounts
 - Coordinate bank deposits
 - Process bi-monthly payroll
 - Executing policies and procedures to ensure-audit readiness
- Participate in organizational budgeting and financial strategy

Human Resources:

- Manage benefit programs
- Manage the onboarding of all employees, interns, and volunteers
- Provide support to the Programs Manager in managing Dance/NYC's volunteer program

- Manage relationships with independent contractors as directed by Executive Director

Additional Service

- Work with the Development and Communications Coordinator to support the Advisory Committee and Board
- Provide support to Executive Director on regranting, advocacy, and research initiatives
- Manage unique initiatives as they arise

Qualifications

The ideal candidate will have relevant prior administrative and bookkeeping experience. They will be future focused, data driven, strategy minded, and thrive in startup environments. They will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. They will be current on and comfortably engage with emerging technologies, and demonstrate a commitment to technology solutions in the social enterprise space. They must be comfortable using Microsoft Office Suite and Quickbooks and ideally have facility with Adobe Creative Suite, CRM Software Salesforce/Patron Manager), and Google Applications. They will be versed in the arts and culture landscape. Bilingual candidates preferred.

Location

Dance/NYC is currently located at the Mertz Gilmore Foundation. During the time of employment Dance/NYC will temporarily relocate. Information on the new location will be disclosed as it becomes available. Candidates may be asked to occasionally work remotely.

Compensation

Annual salary plus comprehensive benefits package, as detailed in Employee Handbook. Dance/NYC is an equal opportunity employer.

To apply, please send a cover letter, resume, salary requirements, and references by e-mail to Milena Luna at mluna@dance.nyc by October 20, 2017.

Equal Employment Opportunity

Dance/NYC provides equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Dance/NYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Dance/NYC does not discriminate against any qualified Employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Dance/NYC makes reasonable accommodation wherever necessary for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Dance/NYC
218 East 18th Street 4th Floor
New York, NY, 10003
www.dance.nyc

For more information:
Milena Luna
mluna@dance.nyc

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