



Administrative Manager Job Description

Job Title: Administrative Manager

Status: Part-time, Exempt.

Supervisor: Executive Director

Schedule: Flexible, hybrid schedule – 20 hours/week

Wage: \$20-\$25/hour, depending on experience

OVERVIEW:

The Administrative Manager is a part-time position that provides critical support for the financial health and operational strength of United Way St. Croix and Red Cedar Valleys (UW Valleys). Supporting the Executive Director and working with all other staff, the Administrative Manager will be fully integrated into all activities within our small team. This is an excellent opportunity for a candidate who seeks to grow and develop leadership within a mission-driven, nonprofit organization.

To be successful, the ideal candidate should be:

- A team player with a positive and collaborative attitude
- Organized, detail-oriented and willing to take on a variety of tasks
- Dedicated to our mission to fight for the health, education and financial stability of every person in Western Wisconsin.

KEY RESPONSIBILITIES:

Development and Donor Database Management (50%)

- Manage donor database, including processing pledges and donations, donor recognition/ receipts, facilitating setup of e-pledge and web donations, and completing transactions in a timely and accurate manner.
- Complete reporting and annual membership certification for United Way Worldwide.
- Assist in planning and management of logistics for fundraising and community events and initiatives, annual campaign, and giveBIG Valleys.

Accounting (25%)

- Create weekly deposits, accounts payable duties, accounts receivable duties
- Conducts monthly reconciliations and assists outside accountant on quarterly and year-end reconciliations.
- Assist on yearly audit, tax forms and budget creation.
- Coordinate grant payments.

Office Administration (10%)

- Perform administrative duties for the Hudson office and staff including answering phone calls, responding to requests and inquiries from a variety of constituents, communicating with vendors, maintaining inventory, and ordering supplies and equipment.
- Prepare payroll for external processing, tracks PTO, acts as Human Resources liaison for new hires.
- Maintain physical and electronic filing systems.

Program Support (10%)

- Lead EFSP program.
- Assist in logistics for Community Impact Grants and other programs.

Other (5%)

- Complete other duties as assigned by the Executive Director.

To apply, please send your cover letter and resume to Steve McCarthy at steve.mccarthy@uwvalleys.org. If you have any questions or need more information, feel free to reach out to Steve directly.

United Way St. Croix and Red Cedar Valleys is an equal-opportunity employer that evaluates applicants without regard to race, color, religion, creed, disability, veteran status, or other legally protected characteristics.