



Darien Community Association JOB DESCRIPTION

JOB TITLE: Office Manager

REPORTS TO: Executive Director

STATUS: 30 hours/week (September-June); reduced working hours during July and August

SALARY: \$40,000-\$45,000 based on skills and experience

BACKGROUND

The DCA enriches the community in a welcoming, historic setting in four distinct ways:

1. **Activities:** A wide range of programs, classes, events and groups
2. **Philanthropy:** The largest provider of college scholarships to Darien High School graduates. The four-acre DCA Bird Sanctuary and Nature Trail, a significant contribution to open space in Darien, is available for the public to enjoy.
3. **DCA Thrift Shop:** The shop provides a much-needed community service and is staffed by enthusiastic volunteers under the supervision of a paid manager.
4. **Beautiful Venue:** The historic home and garden is rented for private or corporate events.

PRIMARY OBJECTIVE

Ensure that the operations of the office and of the organization as a whole run smoothly, while providing strong administrative support to the executive director. This is a wonderful opportunity for someone who wants to make a difference in the local community: representing the mission of one of its longest-standing nonprofit organizations, with the benefit of working in the atmosphere of our beautiful historic home. This position may be suitable for someone re-entering the workplace. The DCA office manager will report to the DCA executive director and will work closely with DCA staff and all our constituents, serving as a friendly and effective ambassador of the DCA.

RESPONSIBILITIES

- Perform general office duties including handling incoming phone calls and emails, mail, correspondence, calendars, scheduling, and supplies.
- Manage program, class and event registration and payments; provide support when events are held
- Provide administrative support for DCA volunteer committees
- Support membership and annual appeal campaigns; process memberships and donations
- Run management reports
- Coordinate certificates of insurance for all vendors/contractors
- Handle requests to rent DCA meeting space
- Maintain all files and records
- Run weekly operations meetings with staff to support the smooth functioning of the DCA

- Coordinate execution of Mom's Morning In Halloween Parade and Easter Egg Hunt; serve as New Neighbors liaison
- Perform miscellaneous tasks as requested by the executive director

QUALIFICATIONS

- Outgoing and collaborative personality
- Technology proficiency, including Microsoft Office Suite and Google Suite
- Experience with membership and donor management databases preferred
- Openness to new technology and systems a must
- Strong organizational skills and attention to detail
- Ability to multi-task and easily shift gears
- Excellent interpersonal and verbal/written communication skills
- Ability to be a team player in a small office environment

HOURS

- 8:30am – 2:30 daily
- Some evening/weekend events

EQUAL OPPORTUNITY EMPLOYER

The DCA is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

TO APPLY

We are only considering resume and cover letters submissions via email. All cover letters and resumes should be sent to careers@dariendca.org. Resumes will be accepted until the position is filled.

Please visit dariendca.org to learn more about the Darien Community Association.