



KIF1A.ORG

Administrative Manager

Location: Remote, United States

Reports To: President, KIF1A.ORG

Part-Time, Hourly Position

Employment Details

Wages and Hours

Pay Schedule: Bi-Monthly

Hourly Rate: \$20/hour

Allotted Hours: 20 hours/week

Duration: This is a 100% grant-funded position with an anticipated start date of October 2020, and anticipated end date of October 2022. If KIF1A.ORG identifies the need for this position to continue beyond this grant period, additional funding may be pursued to fund the position beyond October 2022.

Job Description

The KIF1A.ORG Administrative Manager is responsible for assisting the KIF1A.ORG President in the day-to-day operations of the organization, including the areas of fundraising and development; administration; and marketing and communications.

Qualifications

Possess the skills and experience necessary to carry out assigned responsibilities and a relentless passion for KIF1A.ORG's mission.

Responsibilities

- Support fundraising and development functions
 - Assist in donor communications
 - Identify and assist in pursuing funding opportunities, such as grants and fundraisers
- Support administrative functions
 - Maintain organizational data in Salesforce and Excel
 - Schedule and help manage Zoom meetings
 - Oversee Coping Box project
- Support marketing and communication functions
 - Assist in drafting and distributing email campaigns
 - Manage Google ads project
 - Assist with ongoing website maintenance and updates
 - Assist with social media engagement
 - Contribute to and help create educational resources
- Other tasks as needed

Benefits

Flexible Work Hours

Part-time employees should work 20 hours in a typical work week (i.e., when no Paid or Unpaid Time Off is used), but the days and hours worked are up to the employee unless specific events (e.g. scheduled meetings, conferences, etc.) require work at a specified time.

Open Paid Time Off Policy

KIF1A.ORG is a lean organization staffed by people who are dedicated to advancing our mission. Employees can take as many personal days as they need, subject to the following expectations:

- Advanced notice to the President is expected for planned days off lasting 5 days or less.
- Employees should notify the President of any unexpected days off (e.g. sick days) as soon as possible.
- Employees wanting to take more than 5 days off at a time need written approval from the President.
- No specific amount of time off is guaranteed, vested, or accrued under this policy.
- PTO for salaried employees may not be used as a means to extend other types of leave, such as FMLA, Parental, Short- or Long-Term Disability, leaves required by state law, and other extended leave situations.
- KIF1A.ORG expects all employees to maintain excellent performance toward advancing the organization's mission. If performance declines because of use or abuse of the PTO policy, KIF1A.ORG reserves the right to review an employee's use of PTO and take disciplinary action if necessary, up to and including termination of employment.