

November 2022

## **Job Title: Office Manager**

About Konbit Sante: We are a global health non-profit organization that supports the delivery of quality health services in northern Haiti. Founded in 2001, our organization strives to impact the “building blocks,” or essential functions, of a health system by working with partners to ensure that they have a well-trained workforce; reliable data; well-maintained facilities; access to essential medication, supplies, and equipment; adequate financing; and strong management practices. We believe that supporting the capacity of local health systems is the path to ensuring quality, accessible, and efficient health care for all.

About the Role: The Office Manager is a full-time position based in Konbit Sante’s office in Falmouth, Maine. It is a pivotal role in the organization, coordinating our operations in the U.S. and engaging with staff and volunteers to fulfill a range of functions. This is an excellent opportunity for anyone with strong problem-solving, organizational and cross-cultural skills who wants to contribute to global health.

The duties of the Office Manager include:

### **General Administrative Support**

- Participate in the development of organizational operational procedures and develop tracking systems for efficient office operation
- Act as a resource to staff and volunteers concerning orientation materials and related information
- Provide administrative support for the board by scheduling meetings, preparing materials, distributing meeting packets, and filing meeting minutes and agendas
- Schedule and coordinate meetings, events, interviews, and appointments and take notes for designated meetings
- Manage correspondences, including physical and electronic mail, and manage day-to-day public relations such as responding to or referring questions from donors
- Record and deposit checks and remittances
- Organize official documents using DropBox and paper files
- Manage KS Google domain and passwords for KS accounts
- Inventory and manage the organization’s physical assets in the US
- Requisition supplies, printing, maintenance, and other services

### **Human Resources**

- Assist with human resources administration by maintaining payroll time sheets, sick and annual leave documents, travel reimbursements, purchasing documents, and/or employment documents for staff and volunteers

### **Development and Communications**

- Assist with public relations and public information activities of Konbit Sante
  - Update the organization’s website (wish list, news items, etc.) and work with the web host and designer to make improvements and changes as necessary
  - Assist with communications materials, such as newsletters, social media accounts, news releases, brochures, fundraising mailings, etc., as needed and directed

- Coordinate with the development committee on appeals and fundraising or development activities, including helping to organize events, draft text, export data, prepare mailing lists and mail materials
- Coordinate correspondence with donors, including acknowledgment and “Thank you” letters, tax receipts for donors and foundations, and other required documents
- Manage donor database
  - Ensure timely entry of donations (checks and other) into the database and oversee additions to the mailing list
  - Support Development Director in compiling lists of donors for donor outreach and appropriately categorizing tiers and types of donors and participants
  - Prepares analytic reports from the donor base for the development committee
  - Make corrections from mail received and returned, and input new addresses/corrections
- Manage metal art inventory (with volunteers) and sales out of the Konbit Sante office

**Logistics**

- Work with staff and volunteers to facilitate the shipment of medical supplies and equipment by making arrangements with shipping companies, tracking shipments, coordinating with brokers and agents in Haiti, and working with an authorized organization to get customs clearance

**Other**

- Perform miscellaneous job-related duties and special projects as assigned

About You: The ideal candidate will have the following skills, experience, and attributes:

- At least three years’ nonprofit administrative experience
- High level of experience in gathering and managing data and preparing reports
- Knowledge of CiviCRM donor software and email marketing platforms such as MailChimp a plus
- Experience managing and posting website and social media content
- Excellent interpersonal and organizational skills
- Experience working with diverse individuals and organizations
- Self-starter with proactive time management skills
- Flexible about time requirements (i.e., able to attend some evening meetings)
- Detail-oriented and capable of multi-tasking
- Able to analyze and solve problems
- Demonstrable cultural competence
- French or Creole proficiency desirable

Please provide a cover letter, resume, and references via email to [info@konbitsante.org](mailto:info@konbitsante.org).

**Additional Job Information**

<b>Salary/Wage:</b>	up to \$43,000 commensurate with experience
<b>Job Type:</b>	Full-Time
<b>Start Date:</b>	Immediate opening
<b>Region</b>	Cumberland County
<b>Specific Location:</b>	Falmouth, Maine