

Office Manager for DENA Advancement Office & St. La Salle Auxiliary Job Description

Full Time – Salaried

Reports to Director of Advancement

Advancement Responsibilities:

- Support the Lasallian Mission and the core ideas of the Brothers of the Christian Schools, including the role of the District of Eastern North America's ministries.
- Supervise and support the Advancement staff (annual appraisals, inventory control, supply needs, postage, mailings).
- Facilitate the relationships with outside vendors (Maintenance, Housekeeping, IT, Communications Team, USPS, Blackbaud, etc.).
- Support and assist the Director with Donor/Fundraising Events.
- Provide customer service to donors and constituents.

Advancement Office Financial Management:

- Manage QuickBooks, and follow up on any issues.
- Manage the payroll relationship with ADP.
- Work with the Director to develop the annual budget.
- Assist the Director with a quarterly analysis of budget vs. expenses report.
- Assist the Associate Director to ensure reconciliation of all cash, check, credit card and stock donations in QuickBooks and Raiser's Edge NXT.
- Process monthly invoices and restricted donations in alignment with the office budget.
- Meet with the outside accountant quarterly and at year-end to review financial reports.

Other:

- Other duties as assigned by the Director of Advancement which are consistent with the goals and requirements of this position.

Position Requires:

- Occasional evening and weekend availability as needed.
- An understanding of Microsoft Office, Quickbooks and an ability to learn NXT.
- 2-5 years of experience in a similar role.

If interested, please send your resume to

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