OFFICE ADMINISTRATOR
FREDERICK COUNTY LANDMARKS FOUNDATION (FCLF)
February 2020

POSITION DETAILS

Exempt, part-time, permanent position.

**Work schedule:** 25 hours a week. Weekly schedule will require adjusting to ensure attendance at major events and office coverage during museum season. Hours not to exceed 1,000 hours per calendar year.

**Salary:** $25,000 per year ($25.00 per hour).

Supervision is received from the President of FCLF on behalf of the elected Board of Directors. Supervision may be given to office volunteers or interns.

**POSITION SUMMARY**

The FCLF Office Administrator serves as the office manager and operations coordinator for this 501(c)(3) organization. The Administrator facilitates interactions with the organization’s Committee Chairs and provides advanced planning assistance and on-site support for FCLF events. The Administrator is the primary organizational point of contact for FCLF members, donors, docents, volunteers, Board members, general public, neighbors of properties owned by the organization, vendors, and a wide variety of community organizations, governmental entities, and stakeholders. As such, the Administrator needs strong written and verbal communication skills to articulate the organization’s mission, policies, and procedures to people and entities of varied backgrounds. The Administrator serves as the organization’s central hub, forwarding information, inquiries, and tasks from internal and external customers to the appropriate Board member or Committee. The Administrator works collaboratively with the Board on various projects and tasks.

**ESSENTIAL DUTIES AND JOB RESPONSIBILITIES**

- Keeps weekly office hours, Tuesday – Friday, at the Schifferstadt Architectural Museum, the 18th century structure that houses the organization’s office, gift shop, and venue for most events, located at 1100 Rosemont Ave in Frederick.
  - Attends monthly evening Board meetings; provides reports of activities, and any other requested information.

1110 Rosemont Avenue
Frederick, Maryland 21701
• Assists with the yearly membership meeting; attends the meeting, and provides reports as requested; works with presenters to ensure that their electronic and print needs are met.
• Attends major fundraisers – Barnstormers (June) and the two-day Oktoberfest (October); provides support as necessary to meet administrative needs.
• Contributes as directed by Board to other programming and outreach.
• May be called upon to represent the organization at local meetings and occasions in such venues as colleges, shopping malls, parks, fairgrounds, and other historic sites.
• Responsible for tracking work hours and adjusting weekly schedule appropriately for attendance at events; provides bi-weekly report of hours to organization’s Bookkeeper.

- Maintains the organization’s Eleo database of members, donors, and volunteers with a high level of accuracy; responds to database inquiries from Board members and Committee Chairs; runs reports when requested; creates and distributes annual membership renewal notifications; troubleshoots problems with Eleo and assists other approved users of the database.
- Responsible for tracking and managing grants; identifies potential sources of funding. Supply Board members and Committee Chairs with statistics and other information needed for the successful submission of grants. Attend requisite workshops for grant application. Serves as the point of contact for granting agencies.
- Responds appropriately, and in a timely manner, to all correspondence (including e-mail, social media, and web based) and telephone inquiries; forwards communication to appropriate Board members and Committee Chairs. Tracks interactions and compiles statistics. Maintains hardcopy and electronic files as needed while adhering to the organization’s records management schedule.
- Responsible for the scheduling of routine maintenance, cleaning, inspections, and repairs at Schifferstadt, with oversight from the Schifferstadt Committee.
- Provides planning and organizational support for on-going programs and annual events, meets with Board members and Committee Chairs and members to effectively assist with marketing, publicity, and recruiting (volunteers and attendees); works with appropriate Committee Chairs to create advertising copy, social media posts, print fliers, and posting to other organization’s calendars. Tracks and maintains program and museum visitation statistics, in hard copy and electronically, as reported by Committee Chairs; supplies these statistics to appropriate stakeholders as requested. Maintains files of outreach documentation.
- Maintains and promotes Board-approved annual calendar of events.
- Supports the work of the Treasurer and Bookkeeper by assisting with the organization’s financial activities, financial workflow, and related documentation. May be called upon to participate in daily financial recordkeeping, invoice tracking and management, facilitating vendor payment, processing checks received, entering financial information into requested spreadsheets, and making bank deposits. Provides donor reports to FCLF Treasurer, and prepares acknowledgment letters to donors. Forwards all bills for payment. Supplies reports as needed to Treasurer, Bookkeeper, and Accountant.
- Assists with the organizational newsletter, supplying requested information to editor. May be called upon to write column(s) relating to duties and tasks.
QUALIFICATIONS AND REQUIREMENTS

- Demonstrated experience in, and an understanding of, non-profit institutional culture and volunteer management are essential. Preference may be given to a candidate with proven interest in local history, historic preservation, or related field.
- This position requires close attention to detail, good organizational abilities, and strong time management skills. Excellent communication and inter-personal skills are also essential. The successful candidate will demonstrate a strong commitment to both internal and external customer service, and must be able to readily adapt to an evolving service environment. The successful candidate must have the ability to work independently, and multitask while interacting with a variety of individuals, and be able to prioritize and conceptualize several workflows simultaneously. It is imperative the Administrator can work successfully in a group setting.
- Demonstrated proficiency with basic office equipment and software, such as the personal computer, smart phone, and scanner, experience with Microsoft Office Suite, especially Word and Excel. Understanding of the utilization of web-based applications such as GoogleDocs, SurveyMonkey, and Dropbox, and a variety of social media platforms is needed. Familiarity with QuickBooks, or other accounting software, online donor management software, such as Eleo, and volunteer management software, such as SignUpGenius are desirable. Willingness to creatively take advantage of electronic products to promote the organization’s mission and programs, to effectively broaden communication options, and compile needed information and statistics is desirable.
- Experience in tracking, managing, writing, editing, or pursuing grants is advantageous.

TO APPLY

To be considered for this position, please submit a cover letter, resume, and list of three references to info@fredericklandmarks.org by 20 March 2020. Indicate “Office Administrator Application” in the subject line.