**JOB DESCRIPTION**

**JOB TITLE: Administrative Manager**

**LOCATION: New Orleans, LA**

**The Cystic Fibrosis Foundation (CF Foundation) and its employees embrace their commitment to its core values. These core values are the pillars on which the CF Foundation stand and will continue to sustain us as we move forward.**

* Keep sight of what really matters: Our decisions are based on what is best for people with cystic fibrosis and their families.
* Aspire for excellence in all we do: We take pride in our work. We are committed to continuous learning and improvement.
* Stronger together: We collaborate and work together so that we can learn more and achieve more.
* Innovate with courage: We embrace challenges. We reach beyond boundaries in pursuit of our vision.
* Care about our people: We deeply care about each other and all who support our shared mission. We listen with respect. We support one another.

## POSITION SUMMARY:

The Administrative Manager (AM) works within the chapter and helps to ensure efficient and compliant chapter operations related to administrative, financial, and program requirements. The Administrative Manager acts independently in managing projects and helps ensure audit processes are followed, and chapter operations are efficient by providing support and expertise to the Executive Director. The Administrative Manager accurately communicates and raises awareness about CF and the work of the Cystic Fibrosis Foundation in collaboration with the chapter

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Oversees and ensures that the office administrative functions are effectively carried out by providing administrative support to the Executive Director and Development Staff and ensures that operations & events are being conducted in compliance with CFF policies.
* Performs a range of administrative details, including database management, preparing correspondence, forms, documents, and monitoring day-to-day administrative functions of the chapter.
* Assists with compliance initiatives and efforts.
* Assists with reports, email communications, and logistics for events.
* Coordinates with team members to pull mail lists and reports as needed for emailing and mailing campaigns.
* Serves as the primary liaison between national IT and operational support staff and chapter staff.
* Participates in bi-monthly Field Operations conference calls and relevant national calls ensuring information is disseminated to chapter staff members.
* Orders office supplies, maintains equipment, and ensures new staff have needed equipment.
* Opens mail and prepares postage meter reimbursements; travels to Post Office as required.
* Coordinates with Sr Admin and Regional Operations Specialist to ensure multi-chapter revenue is processed efficiently.
* Collaborates with development staff to secure and submit venue contracts and permits needed for events as well as the ordering and creation of other events/solicitation materials.
* Organizes event-day supplies and works with volunteers, family members, and guests requiring assistance, including troubleshooting issues with mobile bidding, adding guests, registrations issues, and other event support.
* May manage chapter programmatic non-revenue initiatives such as Grampions, Advocacy and/or Care Center relations.
* Manages databases including CFF Auction, ensures auction entry review process followed, and then produces bid sheets and supporting materials.
* Answers the phone, monitors the chapter mailbox, and responds to inquiries.
* Carries out all responsibilities in compliance with Foundation policies and procedures.
* Reconciles P+L statement monthly.
* Calculates Fair Market Values in accordance with pre-event reports and processes event payments.
* Processes matching gift forms and invoices for outstanding revenue after events; prepares chapter donor financial and in-kind receipts; maintains chapter accounting files.
* Assists in submitting contracts and invoices through Workplace/WorkDay.
* Assists Executive Director as needed with year-end projections report.
* Responsible for volunteer and intern recruitment activities, research, advertising, and volunteer/intern orientation. Also responsible for the management of Administrative and event day volunteers.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

* Minimum 4 years’ experience in a financial management and administrative, operational role.
* Must be familiar with nonprofit finance and accounting regulations.
* Ability to multi-task, prioritize, meet multiple deadlines, manage multiple projects and timelines, and keep organized to ensure timely and accurate work.
* Proficient in Microsoft Office suite, ClearView, BI reporting, Zoom, Amply, SharePoint portals, WorkPlace, Cornerstone, and ADP.
* Experience using social media and communication platforms.
* Strong interpersonal and communication skills to communicate and work effectively with volunteers, donors, all levels of CFF departments and staff members, and internal and external stakeholders, including the Board of Directors and other leadership volunteers.

**REPORTING RELATIONSHIPS:**

* Reports to the Executive Director; no direct reports.

**WORKING CONDITIONS:**

* Normal office environment with little exposure to excessive noise, dust, and temperature.
* Work nights and weekends as necessary to attend meetings and events.
* Must have access to reliable transportation and ability to travel to meetings or events at different locations.
* Some heavy lifting may be required.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

**Total Rewards**  
The Cystic Fibrosis Foundation is committed to offering competitive compensation (base pay and incentive), benefits, and professional development opportunities that maximize our ability to recruit, retain, reward, and motivate a highly-qualified and diverse workforce. Our comprehensive benefits package includes medical, dental, and vision coverage; generous time-off and leave policies; a holistic well-being program; health savings and flexible spending accounts; employer-provided life and disability insurance; retirement savings benefits; and a variety of work-life benefits to support employees and their family members.

The CF Foundation is an equal opportunity employer that is committed to being an employer of choice, not just a good place to work, but a great and inclusive place to work. We strive to recruit and maintain a diverse workforce. Qualified applicants will receive consideration for employment without regard to race, physical or mental disability, color, religious creed, ancestry, national origin, religion, age, sex, marital status, genetic information or testing, gender identity and expression, sexual orientation or status as a Vietnam-era or special disabled veteran or any characteristic protected by law.

**Reasonable Accommodation Notice**

The CF Foundation is committed to providing reasonable accommodations for qualified individuals with disabilities in our job application procedures. If you need assistance or would like to request an accommodation due to a disability, please contact us at HROps@cff.org.

**Salary range:** $39,700 - $49,600, commensurate with experience

**How to apply:**

Please apply directly via our [CFF Career Page](https://cff.wd1.myworkdayjobs.com/explore-career-opportunities/job/New-Orleans-LA/Administrative-Manager_JR100084-1)**:**

[**https://cff.wd1.myworkdayjobs.com/explore-career-opportunities/job/New-Orleans-LA/Administrative-Manager\_JR100084-1**](https://cff.wd1.myworkdayjobs.com/explore-career-opportunities/job/New-Orleans-LA/Administrative-Manager_JR100084-1)