



## **Administrative Manager**

### **Job Description**

Join Arcadia's team as the new Administrative Manager. This is a hybrid position (2 days/week in the office, 3 days/week WFH) helping to keep a busy food & agriculture nonprofit on track, on time, and communicating internally with clarity, respect, and enthusiasm. This position is part of the executive team, working closely with the executive director, and supporting all programs as necessary. Lots of room for creativity and growth. Bring us your best self, and make us better!

### **Requirements:**

- Organized – you can track and maintain sensitive paperwork (tangible and electronic) and multiple projects at once
- Flexible – you adapt to changes, late-breaking deadlines, and different management styles, and you appreciate a position that is different every day
- Good judgment, integrity and discretion – you'll be dealing with donors, handling personnel information, taking notes during board meetings, and participating in the inner workings of the organization.
- Reliable transportation – you'll be working primarily from your home, but will need to make at least weekly trips to the farm (Mount Vernon, VA), Mobile Market headquarters (Hyattsville, MD) and bank (Alexandria, VA).
- COVID vaccination required
- Weekend work required periodically with compensatory time off

### **Preferred Qualifications:**

- Experience with CRM/Donor Management systems used for fundraising and volunteer tracking
- Experience with HR best practices
- Social media marketing experience (i.e. content creation and planning across multiple platforms)
- Proficient in Google Suite, Quickbooks
- Experience with content development platforms such as Canva to create marketing materials

*Arcadia is committed to diversity in the workplace and does not discriminate based on race, color, national origin, religion, sex, genderidentity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs.*



## **DUTIES:**

### **(5%) Human Resources (2 hours weekly)**

- Enrolling staff in our health insurance program
- Managing onboarding and termination paperwork for employees
- Maintaining confidential personnel files
- Maintaining and updating employee handbook
- Scheduling new hire interviews and annual reviews
- Assist with timesheets and payroll (biweekly)
- Manage Veteran Fellowship VA monthly forms

### **(40%) Administrative: (16 hours weekly)**

- Monitoring/forwarding Accounts Payable/Accounts Receivable
- Maintaining Arcadia online files
- Maintaining team calendar
- Maintaining calendar and communications with Woodlawn
- Attending/Supporting Board Meetings
  - Take board meeting minutes
  - Circulate agenda to all board members prior to meeting
  - Circulate recorded minutes after each meeting to all Arcadia Staff
- Tracking vehicle registrations & documents (annual)
- Errands as necessary (car needed)
- Bank deposits as necessary (car needed; once a week)
- Collecting and opening the mail at our office at Woodlawn and getting it to the appropriate person (once a week at minimum) (car needed)
- Maintaining incoming checks ledger & scan check attachments, upload to QB
- Liaison to staff bookkeeper and outsourced accounting team

### **(30%) Funder and Donor Management (12 hours weekly)**

- Maintaining grant files
- Tracking all incoming donations through Eaglebank (checks), Neon (database)
- Maintaining and updating donor database throughout the year
  - Checking the database weekly for new donations
  - Manually uploading donations that came via check
  - Importing large-scale donations if they do not come through the database (ex: Spring2Action donations)
  - Checking weekly for new donations
  - Writing/Updated/Sending thank you letters to all donors

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**(10%) Social Media (4 hours weekly)**

- Coordinate across programs for Instagram and Facebook posts within the growing season
- Update Arcadia Instagram and Facebook with any important posts regarding
  - Arcadia events
  - Careers
  - Programmatic victories
  - Member events

**(15%) Organizational Support: (6 hours weekly)**

- Assist with group volunteer days and tours on the farm as needed
- Emergency (only) fill-in on field trips, Mobile Market
- Assist with fundraising events (farm dinner, member events)
- Tracking inventory and assisting with ordering Arcadia “swag”
- Creating organizational Eventbrites

**Salary: \$40,000 annually**

**Location:** Work from home (usually 3 days a week) and from our main office (2 days) located at 9000 Richmond Highway, Alexandria VA 22309. Our Mobile Market headquarters is located at 5028 46th Ave, Hyattsville MD 20781.

**Benefits:**

- Subsidized health insurance
- Mileage for errands - not for commuting
- 3 weeks paid vacation
- Flexible compensatory time-off
- Remote work
- Annual technology offset (\$100)
- Quadrennial computer offset (\$300)
- Paid maternity/paternity leave

**How to apply: Apply with cover letter, resume, and 3 professional references to [Info@arcadiafood.org](mailto:Info@arcadiafood.org)**

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