Position Summary

The Caring for Colorado Foundation Office Manager serves an essential role in ensuring the Foundation’s administrative functions operate effectively and efficiently.

Major responsibilities include:
• Ensure operational consistency between the Foundation’s two offices located in Denver and Pueblo.
• Carry out and manage key office administration functions such as: facilities management, recordkeeping, purchasing, vendor relations, contractor management, and equipment maintenance.
• Assist with human resource administration, accounting processes and internal controls.
• Support the Chief Financial Officer and management team in all aspects to maintain an effective and efficient office environment.

Essential Duties and Responsibilities:
• Executes and organizes smooth and professional office operations such as policies and procedures, basic bookkeeping, human resources, information and data management, filing systems, purchasing, and other clerical services.
• Works closely with IT consultant to ensure office technology needs are being met and equipment is properly maintained.
• Maintains vendor relations and contractor records.
• Establishes and trains staff on uniform correspondence procedures and style practices, office equipment and office procedures.
• Conducts annual records retention process for both paper and electronic records.
• Maintains Human Resources records.
• Assists CFO with other administrative functions as necessary, such as investment record maintenance, annual audit preparation, organizational policy and procedures updates.
• Manage office facilities.

Teamwork
• Participates in the Operations and Administration Team to ensure high-quality operational and administrative services across the entire organization.
• Participates with the Program Team on matters involving administrative function such as information systems.
Minimum Requirements:
- High school diploma is required; Associate’s or bachelor’s degree in business administration is preferred.
- Minimum of eight (8) years of experience performing high-level administrative work as an administrative assistant, office manager or similar business position.
- Proficiency in Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Experience in developing operating systems and administrative processes.
- Ability to maintain confidentiality.

Other Requirement:
The Office Manager must be able to drive with a valid driver’s license or be able to arrange other reliable means of transportation.

This position requires a high level of comfort and knowledge on the use of technology including computers and software, databases, tele-communication equipment, web-based applications. Demonstrated work experience or education related to these functions may be required.

Knowledge, Skills, Experience and Abilities Sought:
- Knowledge of and experience with essential office operations and equipment with the ability to train others.
- Experience in human resources administration
- Basic math and reasoning skills.
- Highly organized and strong attention to detail.
- Excellent written and verbal communication skills.
- Bookkeeping experience preferred but not required.
- Ability to exercise good judgment and solicit help when needed
- Ability to accurately interpret instructions furnished in various forms.
- Motivated to meet deadlines, to improve systems and structures, and to ensure efficient operations.
- Demonstrated ability to work collaboratively and effectively with others.
- Ability to develop administrative systems that are simple, clear and take the end user into account.
- Customer-service orientation with the ability to adjust work and timelines based on changing priorities or needs.

Salary and Work Environment
- Salary range is $65,000 - $75,000 and will be based on relevant experience.
- The position is based in the foundation’s Denver office.
- This is a full-time position, 40 hours per week position. We are willing to discuss an alternative schedule with the right candidate.
- The foundation offers a comprehensive benefits package including health insurance, 401k plan and paid time off.
- Occasional travel and participation at evening commitments may be required.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.**

**About Caring for Colorado**

Caring for Colorado works with communities to catalyze and accelerate change to improve the lives and health of Colorado’s children, youth and families. We are a grantmaking foundation, created in 1999 from the proceeds of the sale of Blue Cross Blue Shield of Colorado. Our vision is that Colorado’s children and families are happy, healthy and thriving and our purpose is creating equity in health, well-being and opportunity for Colorado’s children and families.

We believe that Colorado prospers when all our children, youth and families thrive. We intentionally direct our resources to those denied opportunity in our society. We stand together with communities to create policies, environments and systems that support the goal that every child in Colorado has love, stability, support and opportunity.

Our talented and dedicated staff work across Colorado with communities and organizations to make positive changes in health every day. We’re looking for people who share our values of integrity, inclusion and commitment and who are ready to make a positive difference in the lives of children and families.

We welcome and seek a diversity of perspectives, experiences and abilities.

**Caring for Colorado is an equal opportunity employer.**

**How to Apply**

Prospective candidates must submit the following to be considered for the position:

1) Letter of interest
2) Resume
3) List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant’s professional abilities (reference will not be contacted without prior notification to candidates).

Applications must be received by March 20, 2020. Applications should be emailed to Emma Carpenter at ecarpenter@caringforcolorado.org. No phone calls, please.

Additional information can be found at www.caringforcolorado.org