

Mennonite Life JOB DESCRIPTION

TITLE: Administrative Director

FULL TIME EQUIVALENT: 1.0

REPORTS TO: Executive Director

SUMMARY: Carries operational responsibility for administrative focus areas, supervises five team members, collaborates with and supports the work of the Executive Director.

ORGANIZATIONAL EXPECTATIONS:	
1.	Supports the mission, vision, and core values of Mennonite Life
2.	Respects the dignity and diversity of all persons
3.	Values being part of a team and collaborating
4.	Embraces an openness to change
5.	Thinks strategically and attends to details
6.	Enjoys interacting with people as a major aspect of work
7.	Communicates proactively and in a manner that fosters respect
REQUIRED QUALIFICATIONS:	
1.	Bachelor's degree and 3+ years relevant experience in an administrative role.
2.	Understands accrual accounting and has at least 1 year bookkeeping experience
3.	Expert computer skills, likes technology, and has a willingness to learn new software
4.	Very organized, with demonstrated project management skills and high accuracy in work results
5.	Excellent written and verbal communicator; communicates proactively
6.	2+ years supervisory experience
7.	Holds oneself to professional standards of conduct in all work relationships
8.	Emotional maturity, evidenced by the ability to engage people and situations objectively and bring a positive attitude
9.	Successfully pass all required child abuse clearances and background checks
10.	Physical requirements: Full use of both hands and both arms. Capable of seeing and moderate lifting (25 lbs).

PREFERRED QUALIFICATIONS:	
1.	Familiarity with the histories and cultures of Mennonites and Mennonite-related groups in Southeastern PA
ESSENTIAL DUTIES/RESPONSIBILITIES:	
1.	Manage systems and process transactions for timely financial transactions submission to our contracted bookkeeping company.
2.	Monitor and interpret financial statements, communicating regularly with team members to ensure accountability to budget and stewardship of financial resources.
3.	Manage human resources paperwork, support onboarding processes for new hires, administer child protection policy.
4.	Administer payroll processes.
5.	Supervise Collections Curator, Customer Care, Retail Specialist, Storyteller: Digital & Communications, Used Books Manager, following MLife's management approach.
6.	Oversee accurate tracking of donor data and timely acknowledgment of gifts.
7.	Become an expert user of Donor Perfect, generating filters, reports, and mailing lists to support the work of various departments.
8.	Function as a first contact for facilities needs and service contractors, including for phones and internet; consult with Executive Director and follow through.
9.	Carry out central purchasing for all parts of the organization, ensuring that price and quality are properly weighted, depending on the product and need.
10.	Serve on Administrators Group, Staff Council, and other committees as requested. Manage requests for agenda, note taking, and meeting note distribution.
11.	Manage specific time-bound projects, assigned by Executive Director.
12.	Lead administrative systems, processes, and communications while also collaborating constructively with team members across the organization.
13.	Other duties as assigned

Salary: \$55,000 - \$60,000
Full Time Benefits Package

October 2023