



The Eagle Creek Park Foundation is a 501c3 nonprofit organization in Indianapolis, Indiana.
Our mission is to promote, preserve, protect, and enhance Eagle Creek Park.

Job Summary: Office Manager

The Office Manager will perform various clerical duties to support the organization.

Supervisory Responsibilities: None

Directly Report To: Executive Director (ED)

Work Schedule: This is a 40 hour-per-week position. Core hours of operation are Monday – Friday between the hours of 9:00 a.m. and 5:00 p.m. Some evenings and weekends are required throughout the year.

Compensation: \$42,000 - \$46,000 annually, Salary

Benefits: This position is eligible for Paid Time Off (PTO), health care stipend and benefits as outlined in the employee handbook.

Holidays: This position is eligible for paid holidays as outlined in the employee handbook.

FSLA Overtime Status: Exempt

Duties/Responsibilities

Donor Relations:

- Leads membership pass fulfillment process.
- Serves as the first point of contact/receptionist for the office, greeting visitors both in person and on phone.
- Performs gift entry to donor database, including various types of gifts and preparation of gift acknowledgement letters.
- Keep organized records for fundraising campaigns: Memorial Benches, crowdfunding, etc.

Bookkeeping:

- Assists Eagle Creek Park staff in purchasing, distribution of supplies and processing invoices.
- Balances QuickBooks and reconciles bank statements, credit card statements and other financial data entries.
- Processes bank deposits and takes to bank as needed.

Clerical:

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machinery including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate individuals; processes outgoing mail and drops off at post office.
- Monitors and responds to email accounts in a timely manner.
- Assists ED with board communication: reports, calendar invites, etc.
- Performs other related duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Excellent customer service skills including de-escalating difficult customer interactions.
- Average keyboarding skills
- Must be able to work in a team environment, when needed, as well as individually on certain tasks/projects.
- Must have a dependable attendance record.
- Willingness to work evenings or weekends as needed.
- Ability to analyze and think critically.
- Ability to manage multiple ongoing projects.

Education and Experience

- High school diploma or equivalent required.
- Clerical experience preferred.

Additional Job Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to transport supplies and resources with your own reliable transportation.
- Must have a valid driver's license.

To apply email:

Meghan Mustin, Executive Director

meghan@eaglecreekpark.org

Subject: Office Manager Position

Send resume and brief statement of why you are interested in this position.