

Office Manager, Non-Profit in Richmond, VA

Overview

We are seeking a new Office Manager for our client **project: HOMES** a growing, non-profit organization that uses an all-encompassing approach to housing challenging the misconceptions of what defines affordable housing through the production and preservation of high-quality affordable homes, large-scale home repairs, and improved accessibility and energy efficiency for existing homes.

The Office Manager is hands-on and responsible for ensuring the office building is well-maintained, safe, and conducive to a productive work environment for all employees. This supervisory role includes overseeing building operations, managing relationships with vendors and contractors, and addressing facility-related issues promptly. Additionally, the Office Manager handles administrative tasks and supports organizational efficiency by coordinating office systems, supplies, and general operations.

This operations role reports to VP, Operations and Asset Management. Supervises a team of two to three through effective communications, coaching, training and development. The organization budget is \$25M with about 60 employees located in Richmond, VA, with easy access on and off the Midlothian Turnpike and Chippenham Parkway. Learn more at www.projecthomes.org. Come grow with us!

Summary of Job Responsibilities and Requirements

Vendor and Building Management

- Ensure the building is well-maintained, safe, and compliant with all applicable regulations.
- Act as primary point of contact for vendors, contractors, and service providers, maintaining strong and productive relationships. Manage equipment purchases, trouble tickets, network upgrades, and training etc.
- Manage IT related projects and vendors (copiers, postage, phones etc.) and maintain software licensing.
- Responsible for equipment budget and paying invoices.
- Coordinate regular maintenance, repairs and inspections of office facilities and equipment.
- Monitor and manage building security measures, including access controls and safety protocols.

Procurement

- Oversee the procurement and inventory of office supplies and equipment for staff.
- Collaborate with marketing team to source office swag and oversee company apparel program.
- Vehicle fleet oversight to include such things as organizing maintenance, registration, E-ZPass, etc.
- Interact with management to address operational needs.

Staff Support

- Coordinate and facilitate new hire orientation, including preparing onboarding materials and setting up workspaces.
- Ensure office equipment and technology are ready for new employees on their first day.
- Support offboarding processes by collecting company assets, deactivating access, and assisting with exit procedures.
- Setting up meeting spaces, including arranging furniture and ensuring technology is functional for presentations and remote participants.
- Order and coordinate food and beverages for meetings and events as needed.
- Record and prepare minutes for board meetings and distribute them to appropriate parties.
- Assist in planning and organizing staff events and team-building activities to enhance workplace culture.

- Assist staff with making travel arrangements, including booking transportation and accommodation.
- Register employees for conferences, workshops, and professional development events.
- Interact and collaborate with management team to understand and deliver upon department needs.

Safety Officer

- Monitoring the physical workspace for potential hazards, ensuring proper equipment maintenance, and addressing any safety concerns that arise.
- Creating and implementing safety guidelines and procedures for the office, which could cover topics like fire safety, emergency evacuation, ergonomics, and handling hazardous materials.
- Organizing and delivering safety training sessions to employees to educate them on workplace safety procedures and best practices.
- Investigating workplace accidents or near misses, taking corrective actions, and documenting incidents appropriately.
- Ensuring the office adheres to all relevant workplace safety laws and regulations.

Other assigned duties or special projects, as needed.

Key Qualifications, Skills, and Abilities

- Bachelor's degree in business administration or related discipline preferred; combination of experience and education will be considered in lieu of formal education.
- Minimum five years' office management work experience to include building maintenance, safety, and vendor management such as RFPs, invoicing, quotes, negotiations, and working with budgets.
- Minimum two years supervisory or team lead experience.
- Adept process improvement and problem solver; building and maintaining processes and procedures.
- Experience in a non-profit organization a plus.
- Proficiency with MS Office products, Adobe and other related systems including process management.
- Promotes and adheres to the company's mission, vision and values, policies, and applicable laws in a fair and equitable manner.
- Represents the organization in a professional manner to all customers, vendors, and internal personnel.
- Typical full-time work schedule is onsite Monday through Thursday, 8 AM to 5 PM and Friday 9 AM to 3 PM. Occasional evening and weekend work may be required as job duties and business demand.
- Maintain current Virginia driver's license and clear DMV record.
- Successfully complete pre-employment background screening.

Competitive Salary & Benefits Package including health, dental, vision, life insurance, LTD, paid time off, and 401(k) contribution! Professional development opportunities and support. The salary range is approximately \$55k – \$65k depending upon related credentials and work experience.

Apply with your resume at <https://warrenwhitney.isolvedhire.com/jobs>. This position will remain open until filled.

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