



JOB TITLE: Office & Event Manager

Reports to: Executive Director

Status: Exempt, Full-Time

Location: Evanston, IL

POSITION SUMMARY

The Office & Event Manager is responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. This role has primary working relationships with the Alpha Phi Foundation staff, Board of Directors, and Alpha Phi Fraternity staff, as well as with external agencies, vendors, organizations, and groups.

AREAS OF RESPONSIBILITY

- Assist Executive Director in Board meeting management
- Organize all logistics for in-person board meetings
- Organize Foundation logistics for Alpha Phi Fraternity's Leadership Conferences and Biennial Convention, in-person staff meetings, and other Foundation events
- Provide support for donor events
- Provide accounting support including reconciliation of expense reports, processing invoices, and generating check requests
- Work with legal counsel to manage the annual state registration renewals process
- Manage Basecamp projects and software to ensure effective and efficient use
- Provide administrative support for Foundation Board and Committees and Advisory Groups
- Serve as primary email and phone contact for Foundation
- Manage inventory and office supplies
- Demonstrate the Foundation's mission and vision and perform other duties as assigned

TECHNOLOGY REQUIREMENTS

Expected to be proficient with Microsoft Office Suite including Teams and SharePoint and have experience with project management tool (Basecamp) and fundraising software (The Raiser's Edge).

BASIC QUALIFICATIONS

- Bachelor's Degree required
- Minimum three years office management experience
- Strong oral and written communication skills
- Excellent customer service
- Adaptable and collaborative work style
- Organization and the ability to multitask to complete a wide variety of tasks
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Broad, analytical thinking
- Strong leadership skills
- Unwavering effort to better oneself and the organization – adaptability, strong initiative
- Ability to travel domestically 2-4 times a year

PREFERRED QUALIFICATIONS

- Fraternal member experience

- Minimum two years event planning experience

HOW TO APPLY

To apply for this opportunity, visit the Careers page at www.alphaphifoundation.org/careers. Cover letters may be addressed to Amy Peebles, Executive Director, and should speak directly to your experience and interest in working with Alpha Phi Foundation.

Alpha Phi Foundation is an Equal Opportunity Employer.

About Alpha Phi Foundation

Founded in 1956, Alpha Phi Foundation is a nonprofit organization whose mission is to advance women's lives through the power of philanthropy. The Foundation is the philanthropic and educational partner of Alpha Phi International Fraternity. Through contributions from individuals and chapters, the Foundation funds programs and initiatives focused on five areas: leadership training and development, scholarship, women's heart health, assistance grants and heritage. Learn more at www.alphaphifoundation.org