



*inspiring programs for creative musicians*

## **Job Announcement: Administrative Manager**

The Walden School ([waldenschool.org](http://waldenschool.org)) seeks an outstanding Administrative Manager to join our San Francisco-based administrative team.

The ideal candidate is highly collaborative, a fast learner, exceptionally organized, has excellent written and oral communication skills (including email/online, letter, telephone and in-person formats), is an excellent project manager, and enjoys an office environment that is collegial, dynamic, and fun.

The position requires enjoying interacting with people of many different backgrounds. Also required are a sense of humor, flexibility, fine attention to detail, and the ability to work both independently and as part of a team. Personal qualities of the successful candidate will include curiosity, warmth, resourcefulness, integrity, discretion, and responsibility.

Walden's mission, vision, and award-winning programs should excite potential candidates. An interest in music, music education, youth development, and/or another related field is desirable. Previous administrative or office management experience is preferred. While there are detailed job duties and functions listed below, given Walden's small (yet mighty!) administrative team, the position requires someone who is flexible and adaptable to changing circumstances and who demonstrates a positive, can-do attitude.

### **Specific Duties & Responsibilities**

#### **Office Organization and Clerical Tasks**

- Managing and completing mailing projects, including tasks such as mail merging, printing, compiling, folding, stuffing, sealing, and stamping.
- Answering the phone and responding to inquiries, taking messages and distributing them to various Walden staff/faculty members, as necessary.
- Opening mail and distributing it, as necessary.
- Answering or distributing email that arrives at the various public email aliases for The Walden School.
- Filing, copying, and scanning projects, as directed by other staff members and as needed.
- Keeping the small SF office neat and organized, including weekly trash/recycling/compost removal.
- Ordering and maintaining of office supplies.
- Helping to maintain and troubleshoot office technology. Liaise with IT consultant regarding all office IT issues.
- Being a primary point of contact for office vendors and liaising with such.

- Maintenance of employee files and confidential personnel records.

### **Financial Management**

- Making bi-weekly cash/check deposits at the bank and processing credit card transactions.
- Tracking petty cash and credit card transactions.
- Maintaining (filing, copying, printing, organizing, etc.) the organization's financial records, under the direction of Walden's bookkeeper, Executive Director, and Director of Development & Alumni Relations.
- Managing student billing, including invoicing and record keeping.
- Working with bookkeeper and Executive Director in preparing for periodic financial and insurance audits.
- Assisting Executive Director with various filings and compliance-related tasks.

### **Fundraising and Development**

- In collaboration with the Director of Development & Alumni Relations, maintaining and updating the program and fundraising database. Working with the Executive Director, Director of Development & Alumni Relations, and other board and staff to develop reports and queries used for Walden's program recruiting and fundraising activities.
- Supporting the Executive Director and the Director of Development & Alumni Relations in fundraising and outreach tasks and representing The Walden School in a professional and positive manner.
- Development and fundraising tasks **may** include, but are not limited to:
  - Managing event preparations and operations
  - Maintaining thorough and accurate donor records
  - Proofreading and editing documents
  - Processing gift acknowledgments and managing donor correspondence

### **Marketing and Student Recruitment**

- With Young Musicians Program (YMP) and Creative Musicians Retreat (CMR) program directors, tracking all application requests, submitted applications, and student payments (utilizing Excel spreadsheets).
- Maintaining records in the database (Salesforce.com) of all Walden constituencies (parents, students, prospective students, alumni, donors, faculty, board, et al.).
- Attending fundraising and recruitment events, as assigned and scheduled.
- In collaboration with the Executive Director and other staff, supporting the school's marketing and advertising efforts. These projects **may** include:
  - Supporting the updating and maintenance of Walden's website ([www.waldenschool.org](http://www.waldenschool.org))
  - Designing, editing, and distributing event and recruitment e-mails

- Concert Series marketing projects
- Helping to edit and manage The Walden School's periodic e-newsletter
- Assist Walden in its use of social media
- Collaborating in the developing and distributing of press releases to various news and media outlets

### **Other Projects & Tasks**

- Recruiting and managing volunteers/interns who work in the office on various administrative projects. Intern/volunteer responsibilities may include monitoring and ordering supplies, maintaining an organized and clean office, filing, mailing program and fundraising materials, data entry, copying and scanning projects, answering correspondence, answering the telephone, among other tasks as assigned by the Administrative Manager.
- Taking minutes at board meetings and some board committee meetings, and generally maintaining records of the Board of Directors. Assisting the board and Executive Director in scheduling board and administrative meetings.
- Managing merchandise inventory for sale (educational materials and "logo" merchandise). Supporting the Executive Director and Director of Operations in maximizing revenue from sales and maintaining accurate records regarding items sold, items discounted, items given away, and items on hand.
- Other miscellaneous clerical and office management work.
- Other projects or tasks as assigned by the Executive Director and/or the Director of Development & Alumni Relations.

The Administrative Manager reports to the Executive Director and will also work in close collaboration with the Director of Development & Alumni Relations on multiple projects and processes. Occasional evening/weekend (scheduled in advance) work is expected, as projects and events require. This is a full-time, non-exempt position. The office is located just steps away from the Glen Park BART Station in San Francisco. Some East Coast travel (to Dublin, New Hampshire, and/or other cities) is possible and anticipated.

**Requirements:** Successful candidates must have received a Bachelor's degree or equivalent. Proficiency with Windows, MS Office (Word, Excel), and Internet browsers (IE, Chrome, Firefox, et al.) is **required**. Proficiency with fundraising and recruitment databases, as well as with Salesforce.com, MS PowerPoint, Constant Contact, Doodle, DropBox, SurveyMonkey, and/or WordPress are **strongly desired**. Ability to lift packages and boxes up to 25lbs is **required**.

**Compensation:** \$52,000/year. Three weeks paid vacation, as well as 10 federal and personal holidays are offered. Employer-sponsored medical, dental, vision benefits are not offered at this time, although we are hoping to implement such benefits, with the administrative manager's assistance, in the coming year. Some possibility exists for a flexible work schedule by prior arrangement.

**To Apply:** Please send a cover letter and current resume, to Seth Brenzel, Executive Director, at [jobs@waldenschool.org](mailto:jobs@waldenschool.org). **No phone calls, please.** We will review applications from interested candidates and contact you should we wish to offer you an interview. We are sorry that we are not able to respond to all applications received. The Walden School is an Equal Opportunity employer. The position is based in San Francisco, California. The ideal start-date would be during May 2023, and the position is open until filled.