

Director of Administration

Job Description

<u>Reports to:</u>	Chief Executive Officer
<u>Supervises:</u>	Administration Department Staff (2 full-time employees), Volunteers
<u>Location:</u>	Support Services Office, Goodyear
<u>Last Update:</u>	August 2021
<u>Position Summary:</u>	This is a full-time, exempt position responsible for overseeing the general administrative function and activities of the organization by coordinating and performing a diverse set of administrative tasks to ensure the organization has the support and resources needed to operate smoothly and efficiently. This position also leads, oversees, and manages all directly reporting staff on the organization's administrative services team.

Job Responsibilities: The following examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

Leadership & Supervision:

- Serves as a member of the organization's key administrative decision-making and planning body.
- Identify challenges and emerging issues facing Administration team and communicate effectively with CEO and Leadership Team to develop solutions and execute appropriate strategies. Conduct training as needed for administrative staff.
- Carries out supervisory responsibilities in accordance with SOAZ's policies and applicable laws, including: interviewing, hiring, and training staff; planning, assigning and directing work; performance management & evaluation; addressing complaints and resolving problems.
- Lead & support staff in meeting organizational goals while creating a fun and positive team culture that is built on trust & respect by conducting regular check-ins with all team members & providing ongoing one-on-one coaching & support to ensure they have the tools to reach their professional development goals.

Administrative Support:

- Implement, manage and evaluate administrative processes and procedures, in accordance with the standards and procedures set out by the organization.
- Develop infrastructure, analyze current processes, and leverages technology to recommend and implement procedural or policy changes to improve administrative operations.
- Communicates and explains new directives, policies, or procedures to leadership team; for major changes, meets with staff as needed to explain changes, answer questions, and provide ongoing support.
- Oversee administrative functions of Raiser's Edge database management including data and gift entry, clean up and reporting.
- Performs administrative tasks for executive and key senior staff, which may include maintaining calendars and schedules, making travel arrangements, and preparing and submitting expense reports.
- Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
- Creates & administers budgets for office supplies & administrative contract services as assigned by supervisor.
- Drafts and distributes statistical reports, analyses, and exhibits to organization stakeholders and when required, to funders as well as regulatory and government agencies.

- Coordinates, and implements policies, processes, training, and initiatives to support the organization's human resource needs. Reviews and modifies policies and practices on an annual basis to maintain compliance & best practices.
- Assist with human resource processes such as new hire onboarding, creating HR-related reports, and processing required paperwork for employee terminations, changes in job classification, and other related employment matters.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Maintains internal organizational files and records as requested including files of BOD-related documents, applications, interviews, offer letters and rejections, employee files, and evaluation information & dates.
- Organizes BOD & committee meetings as needed including determining logistics (time & location) as well as drafting and facilitating correspondence such as agendas, minutes, transcripts, etc.
- Maintain and publish agendas for various meetings along with attending and capturing the actions items from these meetings and completing proactive follow-up on deliverables and commitments.
- Performs clerical and administrative tasks including drafting presentations, letters, memos, reports, and other documents for senior staff.
- Provides administrative support at SOAZ competition & fundraising events including check in, VIP reception, registration, etc.
- Collaborate with Programs & Finance department staff on grant reporting & fulfillment as needed to meet grant outcomes and complete all necessary reporting procedures to ensure agreed upon internal deadlines are met.
- Prepare all necessary reports and paperwork in a timely and legible fashion (i.e. purchase orders, credit card reconciliation, reports, in-kind donation tracking, etc.).
- Ensures compliance with Special Olympics guidelines, policies, and standards, SOI General Rules, and adheres to SOI/SONA Risk Management policies/practices at all levels to protect SOAZ and prevent loss.

Office Management:

- Plan, direct, and coordinate administrative support services; maintaining office facilities, mail distribution, record management, printing and copying, cleaning and maintenance.
- Orders and distributes business cards, forms, and other office supplies as needed.
- Maintains or coordinates purchase and maintenance of office equipment.

Qualifications/Required Skills:

Passion for Special Olympics Arizona

- Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- Education:** High School Diploma/GED and equivalent 10 years technical training / experience. Bachelor's degree in Business, Communications, or related field preferred.
- Experience:** Must have a minimum of 10 years' experience in high level administration
- Knowledge:**
- Working knowledge of basic business and management principles as applied to resource allocation, leadership technique, staff and resource coordination, strategic planning, and human resource modeling.
 - Extensive knowledge of office administration, clerical procedures, & recordkeeping systems.



- Extremely proficient with technology, Microsoft Office Suite, and other similar software with the ability to learn new or updated software.
- Thorough knowledge and understanding of, or ability to quickly learn, the office equipment, recordkeeping systems, management information systems, and related protocols used in the organization.
- Uses innovation, an advanced knowledge of skills, methods & practices, analysis, and reasoning to develop appropriate alternative methods outside of pre-defined policies & procedures to complete work that includes successive steps & involves mostly non-routine problems and/or decisions.

Skills:

- Professional and tactful interpersonal & customer service skills with the ability to interact with a variety of personalities.
- Projects a positive image of the organization to employees, constituents, & community.
- Ability to research, identify, and leverage proper technology in improving operational & administrative processes.
- Ability to function well in a high-paced and at times stressful environment.
- Strong organizational and time management skills, including the ability to handle the pressure of interruptions while juggle multiple projects & tasks with competing priorities.
- Excellent verbal and written communication skills.
- Detail oriented, self-starter and comfortable working in a collaborative team environment with limited supervision.
- Ability to exercise discretion and independent judgment, including ability to handle confidential information.

Physical Demands: Ability to remain stationary for long periods of time while sitting at a desk and working on a computer. Must be able to lift 15 pounds at a time.

Transportation: Must have own reliable transportation, a valid AZ driver's license & a good driving history.

Work Schedule: This position's work schedule will be determined by the demands of the position and can include 40+ hour work weeks, evenings & weekends as needed based on needs of the organizations and obligations of the Executive Team.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Please [CLICK HERE](#) to apply.

Questions regarding this position should be directed to:

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