

# Ostara

**Office Manager**  
*September 2022*

## Job Details

Employer: The Ostara Group  
Title: Office Manager  
Job Type: Part-time, 20-25 hrs/week  
Location: Seattle, WA  
Salary: \$25 - \$30/hr DOE  
Reports to: Director of Operations

## About the Position

The Ostara Group, an established and growing consulting firm in Seattle serving Pacific Northwest nonprofits for over 13 years, seeks an office manager to support our fast-paced, collaborative work environment.

The position requires excellent attention to detail, thorough and timely execution, and skillful communication. You will work with team members at all levels of the company and interface externally with our nonprofit clients to manage finances, facilitate contracting and invoicing, and support our evolving operations needs.

Ideal for an experienced professional seeking flexibility, autonomy and a chance to create real impact within the social sector, this hourly role is designed to be 20-25 hours per week, both in-office and remote, with a mix of teamwork and solo responsibilities that can work around your schedule. Bring your additional skills and passions and explore where the role could grow. Benefits include a flexible schedule, competitive pay, rewarding work, healthcare and paid time off.

## About The Ostara Group

The Ostara Group is a full-service fundraising and strategic consulting firm that was founded in Seattle in 2009. Our mission is to build fundraising skills, organizational capacity, and effective leadership in the nonprofit sector. Our vision is a nonprofit sector filled with thriving organizations equipped to build a better world. As experienced nonprofit professionals ourselves, we are mission-driven and service-oriented. Our expertise includes development program analysis, strategic and tactical development planning, interim development leadership and management, grant strategy and execution, capital campaign strategy and support, board development, and strategic planning. In the past eleven years, Ostara has built custom solutions for more than 350 organizations in the Pacific Northwest and throughout the United States.

## **Racial Equity Statement**

We acknowledge the power dynamic that exists in the nonprofit sector between the organizations that require funding to deliver their missions and the predominantly white institutions and individuals who hold wealth and power. We acknowledge there is also a power dynamic between consultants and the people we consult with.

We work to support clients in navigating these dynamics, while placing their voices and perspectives at the center of our work.

As a company, we are committed to addressing institutional racism within The Ostara Group and to advancing equity in the nonprofit sector in collaboration with our clients.

Ostara is an equal employment opportunity employer. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. All employment decisions are made without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, gender expression, age, honorably discharged veteran or military status, disability, genetic information or any other characteristics protected under law.

## **What It is Like to Work at Ostara**

The Ostara Group works hard to build and preserve a warm and supportive culture. As a team, we value hard work, an entrepreneurial spirit, integrity, and authenticity. We also value connection to our team and our community.

Working at Ostara is fast-paced, independent, and requires excellent time management skills. Most members of the Ostara team choose to work remotely, participating in regular meetings with clients and colleagues via video conference as well as in person. Located in the vibrant lower Queen Anne neighborhood of Seattle, our office has group meeting spaces and individual workstations, but many staff do not have designated desks, and choose to work remotely. The Office Manager position will require some regular in-office work, and will allow for remote work as well. Generally we aim to be as flexible as possible.

## **What We are Looking For**

The Office Manager role is an hourly, non-exempt position that requires 20-25 hours per week on a semi-flexible schedule. The successful candidate for this role will be pro-active and energetic, demonstrating adaptability and the skills to complete administrative tasks efficiently and reliably. Responsibilities include:

### **Office Management**

- Coordinate all aspects of a smooth-running small office, including use of physical space and technology, internal communications, physical and digital resources
- General administrative support, including team calendaring, task tracking, and meeting coordination
- Office upkeep including light cleaning and inventory, stocking office supplies and snacks as needed
- Create and maintain business records, templates and manuals

### **Budget Management**

- Manage the flow of revenue and expenses, including invoicing
- Collaborate with bookkeeper on billing and payment systems
- Reconcile expense reports and track expenses against budget

### **Client Support**

- Facilitate a great experience for clients through timely communication and professionalism
- Process proposal, contract and extension paperwork in collaboration with relationship leads and maintain Salesforce records
- Answer inquiries via email, website and phone
- Manage communications including occasional emails, newsletters and social media posts
- Support Ostara-hosted client events

## **Required Skills and Qualifications:**

- A minimum of two years' experience in administrative or operations-related role
- Planning skills and the ability to juggle multiple tasks and responsibilities
- Attention to detail and high standards in all aspects of data management, project management, timelines, communications, writing, and editing

- Proficiency with productivity software, including MS Office suite

### **Preferred Skills and Qualifications**

- An understanding of nonprofit fundraising and development
- Poise and professionalism, including the ability to remain calm, positive, and patient in challenging situations
- Ability to communicate directly and respectfully while working alongside and across differences
- Critical thinking skills including creativity, curiosity, flexibility, and a problem-solving attitude
- Organizational skills, including the ability to be punctual, consistently set and meet deadlines, and execute deliverables
- Bookkeeping experience
- Experience with Salesforce
- Experience with Dropbox, DocuSign, and Google Workspace
- Experience in consulting firms or other small businesses

This position requires regular work from our office in lower Queen Anne (Seattle, WA). All staff are required to be fully vaccinated against COVID-19.

### **Compensation**

This position is an hourly, non-exempt position, with an hourly wage of \$25 - \$30 per hour DOE. This position is eligible for company-paid benefits on a pro-rated basis.

### **Application Process**

To apply, please send cover letter and resume to Adam Runions via email at adam@ostargroup.com. Position is open until filled.

Applicants can expect the following screening process:

- 1) Review of application materials
- 2) First round interview: 30-minute phone interview
- 3) Second round interview: 1-hour interview, virtual or at our office.

We plan to conduct screening calls and interviews beginning in late September, 2022.