



OFFICE MANAGER

The Island Housing Trust (IHT) is a non-profit community land trust and community development corporation on the Island of Martha's Vineyard, Massachusetts. This position is full time between 30 - 40 hours per week and will provide administrative support to the entire organization including the CEO. At least two days a week will be spent in the office and can be combined with a remote work schedule.

Primary Office Manager Responsibilities Include (but are not limited to):

- Assist all lines of business including fundraising, real estate, finance, operations, communications and stewardship.
- Process all shipping and mailing.
- Process invoices for payment; resolve discrepancies, mediate disputes, receive approval, attain signatures.
- Maintain organized business files.
- Copy, deposit, scan, and email (to bookkeeper) all checks.
- Track the use of office supplies; order and pick-up when needed.
- Process all donation acknowledgment letters.
- Assist with donor pledge reconciliation.
- Assist with donor and investor data entry.
- Setup new bank accounts when needed
- Coordinate wire payments.
- Assist with events and meetings.
- Assist with special projects.

Qualifications

MINIMUM JOB QUALIFICATIONS:

Associate's degree and/or administrative training/experience required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Excellent written and verbal communications skills are necessary with a strong orientation to customer service. Superior organizational skills and the ability to manage a variety of fast-paced projects are important. Attention to detail is a must, along with the ability to think critically. Must possess a focused and self-starting attitude, the ability to work equally well independently as well as part of a team with a variety of personalities. The ability to prioritize work and balance long-term projects with day-to-day responsibilities is key. Must be able to confidently represent IHT when interacting and communicating with key leadership both internally and externally and demonstrate a strong understanding of, and commitment to, maintaining confidentiality of sensitive financial information. Solid computer skills and competency in Microsoft Office Suite products, especially Excel, is absolutely necessary.