



OFFICE MANAGER

WHO WE ARE

Araminta is a Baltimore-based nonprofit that exists to reduce the threat and trauma of human trafficking through prevention, education, and restorative services for survivors and youth who are at risk of exploitation.

JOB SUMMARY

Reporting to the CEO and working collaboratively with the COO, the Office Manager is responsible for the overall administrative function and activities of Araminta.

This is a full-time salaried position (including benefits). Araminta's staff works a hybrid schedule (onsite Tuesday through Thursday at our Baltimore office); the position requires occasional evening or weekend hours to accommodate meetings or event schedules and may require occasional as-needed days onsite outside the normal hybrid schedule. This position is available to candidates with the right to work in the U.S.

RESPONSIBILITIES AND DUTIES

Constituent Management

- Maintain and update constituent information in CRM database
- Responsible for general constituent / donor communication and correspondence (phone, email, letters)

Financial

- Assist with general bookkeeping and fiscal reporting
- Responsible for bank deposits and processing / reconciling all donations
- Keep accurate records of all financial and in-kind donations using CRM database system and create regular reports
- Manage donation receipting, donor acknowledgements, and annual statements
- Manage and inventory in-kind donations
- Make needed purchases and reconcile credit card statements

General Office and Organizational Management

- Assist with onboarding new hires
- Coordinate meetings on behalf of leadership, including scheduling, logistics, and minutes
- Maintain inventory and restocking of office supplies and printed materials
- Responsible for incoming and outgoing correspondence
- Manage administration needs of events and other educational or outreach needs



- Maintain electronic and paper filing systems and procedures
- Vendor management, including ongoing contracts, renewals, scheduling contract workers, and managing payments
- Manage and maintain systems and administrative files, including digital files
- Support organization as needed regarding equipment, technology, and building maintenance
- Perform related duties as assigned. This job description is not an exhaustive list of the Office Manager's tasks.

Required Skills/Abilities:

- Commitment and dedication to Araminta's mission
- Discretion and the ability to maintain the highest levels of ethical behavior
- Excellent analytical skills, with experience in finance administration preferred
- Superior administrative and organizational skills, ability to complete tasks with precision and accuracy, and the ability to create more efficient procedures and systems as needed
- Proven ability to meet competing deadlines within a fast-paced, flexible environment
- Excellent interpersonal and written communications skills
- Ability to work collaboratively and cooperatively in diverse teams and with individuals who have experienced human trafficking and other forms of trauma and abuse
- High proficiency in computer skills, digital databases, and CRM systems; and the ability to learn new systems independently
- High proficiency in the use of Microsoft 365 software (Outlook, Teams, SharePoint, Word, Excel, PowerPoint, etc.), or the ability to learn independently and reach proficiency
- Proficiency in accounting/bookkeeping software (such as QuickBooks) or the ability to learn
- The individual who has a sense of humor in addition to these skills will excel in this position.

EDUCATION AND EXPERIENCE

- Bachelor's degree in business or related field, or equivalent experience in similar position
- At least three years of administrative and clerical experience required; experience working in nonprofit settings preferred
- Candidates with lived experience are encouraged to apply.

PHYSICAL REQUIREMENTS

- The role requires remaining in a stationary position, often sitting or standing for prolonged periods
- The position requires frequently walking up and down stairs and throughout a large building
- The role requires significant computer work, including typing
- The role requires the ability to lift and/or carry up to 25 pounds at times
- The role requires reliable transportation and a driver's license for required errands

To apply, send a resume and cover letter to partners@aramintafreedom.org.