



US/ICOMOS Administrative Manager

US/ICOMOS seeks a part-time (25 - 35 hours/week) Administrative Manager. The position is responsible for ensuring that daily office operations are performed in a seamless and efficient manner and for overseeing all aspects of membership and development efforts. Position is remote, but selected candidate must be located in the DC/Maryland/Virginia Region.

Responsibilities

Membership

- Oversee all aspects of the US/ICOMOS Membership Program, including developing most membership communications, processing all membership registrations and renewals, mailing ICOMOS cards, and working with members to support their ISC and ICOMOS participation.
- With consultation from the Advancement committee, plan and oversee membership recruitment plans and programming.
- Serve as NeonCRM system administrator for most account settings and program changes.

Development

- Oversee all aspects of donor relations with support from the US/ICOMOS Advancement Committee. This work includes writing donor acknowledgements, tracking donations in CRM, and drafting fundraising appeals.
- Celebration of World Heritage: coordinate with US/ICOMOS Board of Trustees to plan and coordinate the Annual Celebration of World Heritage.
- Assist Board of Trustees with financial reporting including checking bank account information, depositing donation checks, coordinating with US/ICOMOS accountant and Treasurer to assist with financial tracking, accounting, and nonprofit reporting (990 forms, etc.).

General and Other Responsibilities

- Provide general administrative support to US/ICOMOS and the Board of Trustees
 - receive all office mail forwarded from Carr Workplaces and forward to correct individuals
 - answer the office cell phone
 - support new staff hiring, including sorting through applications, and drafting job descriptions (as needed)
 - manage accounts and passwords as needed, including TechSoup and new program purchases
- Share information with Communications Manager in a timely manner to increase organizational success



- Assist with Board Meeting preparation including preparing the meeting agenda with US/ICOMOS President

Qualifications

- Detail-oriented and organized, with the ability to meet deadlines, multitask, prioritize, and manage overlapping timelines;
- Experience with fundraising for nonprofit organizations, including donor recruitment and retention, and knowledge of databases;
- Personable and professional with strong interpersonal skills and experience coordinating with individuals of diverse backgrounds;
- Comfortable working autonomously under the supervision of the US/ICOMOS Board of Trustees.
- A Bachelor's degree in Anthropology, Historic Preservation, Architecture, Nonprofit Studies, or a related field ***and*** two to three years of experience working for heritage or nonprofit organizations.

Preferred Experience

- Ideal candidate will have experience with CRM platforms (ideally some understanding of NeonCRM, but training will be provided if not), Microsoft Word, Excel and PowerPoint or Google equivalents.
- Some experience in event planning (virtual and in-person) is a plus.
- Some experience with social media outreach in support of organizational goals

Please Note: Any of the above educational or professional skills/requirements can be substituted for related personal or professional experiences. Please note what skills/experience are being substituted in your cover letter.

Position Details

- The rate of pay is \$25/hour with an expected start date in early December 2021.
- The position is a part-time position for 25-35 hours/week with possibility of expansion to full-time, pending fundraising success and overall performance in the first year.
- The Administrative Manager will work fully remotely *but should live in the DC/Maryland/Virginia area to coordinate with Board members, receive the office printer and office supplies, and be the one who receives the forwarded mail.* Administrative Manager will need to keep office printer and various office supplies in their own space.
- Coordinator will have regular performance reviews from the Board of Trustees.

Please send a cover letter and resume with contact information for at least two references (we will notify you in advance of contacting references) to membership@usicomos.org before November 30th with “Administrative Manager Application” in the subject line.