



Job Title: Office Manager /Development Assistant

Organization: StolenYouth

Location: Seattle, WA

Salary: \$60,000

Job Type: Full-time

Job Summary:

Stolen Youth is a Seattle-based organization focused exclusively on ending child sex trafficking across Washington state. Through grantmaking and programming, we support a coalition of the most dedicated and action-oriented partners who tackle the problem from all sides. We are committed to the work of preventing trafficking before it happens, connecting vulnerable youth and victims to needed resources on the ground, and empowering survivors to lead positive, productive lives.

We are looking for a reliable self-starter to serve as Office Manager/Development Assistant to join our small-but-mighty team to advance our mission and help shape a strong foundation for our next chapter of growth. Reporting to the executive director, you will play a critical role in strengthening the 'business' of running our nonprofit by taking charge of office operations, providing administrative support, managing financial and bookkeeping tasks, and overseeing the donor database. You will work closely with the development manager on donor outreach, communications, and development activities, and will you collaborate with the executive director to support the board of directors and help oversee StolenYouth's grantmaking and programming.

Responsibilities:

- Help organize, streamline, and modernize Stolen Youth's operational practices and communication channels.
- Handle day-to-day operations and administrative tasks, such as responding to calls, emails and correspondence, scheduling meetings and appointments, coordinating office events, and ordering supplies and equipment.
- Serve as a friendly, customer service-oriented point of contact for key stakeholders, including contractors, vendors, board members, grantees, and partners in the movement.
- Manage the organization's digital files, communication tools, software subscriptions, and media archives.
- Manage the organization's donor database; serve as our in-house expert. Ensure data is accurate, that donors are acknowledged promptly, and that data is integrated with accounting, billing, event-management and related software and systems.
- Maintain accurate financial records and perform bookkeeping tasks, including tracking and recording expenses, entering invoices, and preparing financial reports and statements.

- Collaborate with accountant, board treasurer, and colleagues in preparing materials for board meetings, donor reports, and newsletters, as well as annual tax and compliance filings.
- Help the development manager coordinate fundraising campaigns and donor engagement projects, including logistics and staffing for the annual luncheon and special events; researching and writing fundraising letters, grant proposals, and follow-up reports; or crafting e-newsletters, website updates, or posts for social media.
- Support the executive director and board committee on annual grantmaking, including drafting and distributing applications and guidelines, fielding questions, scheduling committee meetings, preparing materials, and coordinating grant disbursements.
- Work closely with the executive director to organize and oversee applications and disbursement of special grant funds to support survivors.
- Collaborate with colleagues on other special projects and initiatives.

Requirements:

- 3-5 years of work experience in business administration, nonprofit management, grants administration, or a related field.
- Understanding of the business of running and growing a nonprofit – and demonstrated expertise using technology to advance that work.
- Outstanding organizational, time management, and problem-solving skills; keen attention to detail.
- Experience with bookkeeping, budget management, financial reporting and related software, including QuickBooks, Bill.com, Stripe and others.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint and Teams).
- Experience managing donor databases. Knowledge of Little Green Light is helpful.
- Strong written and verbal communication skills. Experience writing and creating donor letters, newsletters, and other forms of communication a plus, as is experience with tools such as Constant Contact or MailChimp.
- Ability to work independently and collaboratively as part of a small team; a self-starter who is happy to pitch in where needed.
- A friendly, can-do, customer-service approach to work and a passion for our mission. Lived experience of our mission is a plus.
- Comfortable working with board members, partners, and donors of all backgrounds.

Full-time salaried position that includes healthcare, generous PTO, a non-ERISA 403(b) retirement plan, monthly cell phone reimbursement, and flexibility for some remote work. Our office is located in the Madison Park neighborhood of Seattle.

How to Apply:

Please send your resume and cover letter to hope@stolenyouth.org with 'Office Manager/Development Assistant' in the subject line by January 26, 2024. Only shortlisted candidates will be contacted for an interview.