



**Job Description:** Administrative Manager

**Reports to:** President & CEO

**Deadline:** Interviews begin May 1; position open until filled.

### Organization

Mission: Friends of the Forest Preserves is the voice of a diverse community inspiring and organizing people to protect, restore, and expand the forest preserves in Cook County. Friends is an independent non-profit organization with more than 2,000 members and thousands of volunteers, advocating for the responsible management of the 69,000 acres of forest preserves in Cook County through advocacy, conservation corps programs, community outreach, and volunteer empowerment.



Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don't sprint on a regular basis).

**Operating Budget:** \$2,000,000

### Summary

Working directly with the President & CEO, the Administrative Manager will ensure smooth operations in the areas of accounting, gift processing and thanking donors, and human resources, while assisting with events and other organizational activities.

### Responsibilities

- Accounting, 50%
  - Data entry; coordination with contracted accountant (QuickBooks)
  - Bill pay and invoicing
  - Grant and government contract financial tracking and invoicing
- Gift processing and thanking donors, 30% (Neon and Office Suite)
- Payroll processing, 5% (SurePayroll)
- Human resources, 5%
- Office management, 5%
- Events and other organizational activities, 5%

### Qualifications

The successful candidate for the Administrative Manager position at Friends of the Forest Preserves will:

- have a demonstrated passion for Friends mission
- be a people person
- be a self-motivated team player
- have a meticulous attention to detail
- be able to organize their workflow for the entire year
- have significant experience with QuickBooks and Office Suite
- have 3 to 5 years of related experience.

### **Salary and Benefits**

- Salary commensurate with experience
- Health, dental, short- and long-term disability, and \$100,000 of life insurance coverage
- Simple IRA with 3% match after 1 year
- 3 weeks of vacation
- 10 paid holidays
- 2 personal days
- 2 floating holidays
- 10 sick days

### **To apply**

Please NO calls, faxes or emails (other than emails presenting resume and cover letter).

Email resume, cover letter, salary requirements, and three professional references to:

Benjamin Cox, President & CEO  
Friends of the Forest Preserves  
542 S. Dearborn St., Suite 400  
Chicago, Illinois 60605  
benjamin@fotfp.org

### **Women, minorities, and seniors are strongly encouraged to apply.**

Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status).

Updated 4.7.2017