The Cape Cod Foundation

JOB TITLE: Office Manager
POSITION TYPE: Full-time (37.5), non-exempt
REPORTS TO: Vice President of Operations
SUPERVISES: N/A
POSITION LOCATION: Office of The Cape Cod Foundation, 261 White's Path, Unit 2, South Yarmouth, MA 02664

Please Note: This is an in-office position.

INTRODUCTION:
The mission of The Cape Cod Foundation is to strengthen Cape Cod for current and future generations through thoughtful community leadership and strategic philanthropy. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grant maker that uses its knowledge to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors has adopted a strategic framework for **2026-2028**. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grant maker is continuing to build and promote a high-performance culture among staff, Board, and volunteers. To this end, while we effectively utilize the individual contributions and skills of each team member, we stress a collaborative, multi-departmental approach to achieving our goals and expanding collective impact.

At The Cape Cod Foundation, the Office Manager is a central member of the team who helps keep the organization connected, organized, and operating effectively. As an important first point of contact for partners and a trusted resource for staff, the Office Manager creates a welcoming, professional experience while coordinating the systems, information, and day-to-day support that enables the team to work collaboratively and advance the Foundation's mission.

Lead:

- Office operations, administrative systems, and organizational coordination to ensure a professional, efficient, and well-supported workplace, serving as the operational hub of the organization.
- Coordination of staff appreciation and recognition initiatives, including employee birthdays, work anniversaries, and other programs that foster a positive and engaged workplace culture.
- Maintenance of the organization-wide office calendar, ensuring accurate, timely communication of meetings, events, staff schedules, and paid time off (PTO) to support effective coordination across the Foundation.
- Management of office supplies and inventory, ensuring availability of essential materials to support efficient daily operations.
- Coordination and execution of Foundation events and special projects, managing logistics such as venues, catering, registrations, and other operational requirements to ensure successful outcomes.
- Planning and administration of event registration processes through Constant Contact, including event setup, attendee management, communications, RSVP tracking, and reporting.
- Management and maintenance of Constant Contact distribution lists, ensuring data quality, audience segmentation, engagement tracking, and the effectiveness of organizational communications.
- The Foundation's telephone system, ensuring incoming calls are answered and routed promptly and professionally, and proactively updating voicemail messages to reflect office closures, schedule changes, and other important information.

- The daily processing and distribution of incoming and outgoing mail, ensuring timely delivery, appropriate routing, and effective organizational communication.
- Ensure the accuracy and currency of Foundation data by proactively monitoring and coordinating updates across constituent databases.
- Assume additional responsibilities and special projects as assigned to support organizational priorities and evolving business needs.

Collaborate:

- With staff across departments to coordinate accurate, timely electronic and print mailings, including preparation, distribution, and RSVP list management, helping ensure a consistent and professional experience for recipients.
- With the Vice President of Operations to manage vendor relationships and oversee service agreements.
- With the Finance Officer to ensure the accurate processing of donations, distribution of grant payments, and maintenance of financial integrity through check reconciliation.
- With staff to support technology requests, troubleshoot basic issues, and facilitate timely escalation to the appropriate service provider or support channel.
- With staff to provide operational support for organizational meetings and office functions, including managing errands and logistical needs that contribute to efficient day-to-day operations.

Support:

- The Vice President of Operations in documenting, maintaining, and enhancing general office procedures to ensure efficient, consistent, and effective organizational operations.
- The Vice President of Operations in coordinating office repairs and facility maintenance activities, working with vendors and service providers to ensure a safe, efficient, and well-maintained workplace environment.
- Foundation staff with responsive administrative support, including coordinating enrollment in workshops and events

QUALIFICATIONS:

- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and familiarity with CRM or donor management systems.
- Detail-oriented with strong data entry and record-keeping skills
- Collaborative team player with the ability to work across departments
- Basic understanding of nonprofit operations
- Commitment to the organization's mission and values, demonstrating professionalism and integrity.

The Cape Cod Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, sex, national origin, citizenship, age, religion, creed, disability, familial status, military status, sexual orientation, gender identity, gender expression or any other consideration made unlawful by federal, state, or local law.

To apply: Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: tkramer@capecodfoundation.org . Salary range is $33-35 per hour. Applications will be accepted until the position is filled. No phone calls please.