



Administrative Manager Job Description

Date: January 2025

Status: Exempt

Reporting Supervisor: President & Executive Director

Position Overview:

The Administrative Manager is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director. The Administrative Manager provides high-level administrative support to the Executive Director at Stan Hywet Hall & Gardens. This role requires a highly organized and discreet individual with exceptional communication and interpersonal skills. Key responsibilities include managing the Executive Director's schedule, preparing and disseminating meeting materials, drafting correspondence, conducting research, and overseeing general office operations to assist the President & Executive Director in day-to-day activities. Furthermore, this role will involve coordinating and managing Board of Directors' activities, including meetings, correspondence, and tracking agendas and action items.

Essential Duties and Responsibilities:

1. Maintain a professional attitude when working with the public, volunteer staff, guests and fellow employees.
2. Demonstrate and support a culture of diversity, equity, access, inclusion, and belonging.
3. Serve as assistant to the President & Executive Director, providing a wide range of complex office administration and support including composing, proof-reading, and editing letters, emails, correspondence, reports, presentations, and marketing materials.
4. Maintain strict confidentiality in all matters relative to Stan Hywet Hall & Gardens and its subsidiary companies.
5. Maintain the President & Executive Director's calendar, schedule meetings with staff, volunteers, vendors, community leaders, government officials, and external guests.
6. Arrange travel as well as facilitate registration for conferences, seminars, tradeshow, etc.
7. Serve as the principle administrative contact and liaison with the Board of Directors.
8. Create and distribute the annual board and committee meeting schedule, create the directors' handbook, and coordinate logistics for director orientation and retreats.
9. Facilitate preparation of board and committee meetings and board-related events, including distribution of agenda and meeting materials, logistics and location set-up, attend meetings and record minutes, and provide follow-up as needed.
10. Develop, implement, and administer departmental office systems and procedures. Establish, interpret, and communicate office procedures, policies, and operations.
11. Oversee and cover reception desk activities including direct placement and supervision of administrative volunteers, including interviewing, coordinating and training for improved operations.
12. Monitor the administration budget including reconciling accounts, tracking expenditures, and providing reports. Prepare spreadsheets for the annual budget. Authorize/approve spending per established policy.
13. Facilitate application of various professional associations, state, local, federal, and industry-specific memberships.

14. Coordinate events and special meetings, staff and volunteer meetings, luncheons, retreats, and recognition, and customize visits for special guests of the President & Executive Director or organization.
15. Maintain Stan Hywet Hall & Gardens, Inc., Foundation administrative and organizational files and Codes of Regulations.
16. Facilitate, process, and/or procure gifts, art, photography, business cards, stationery, Christmas Cards, and gift basket donation requests.
17. Oversee and maintain office supply inventory and equipment, coordinate and oversee complimentary ticket fulfillment operation, oversee and facilitate incoming and outgoing mail, oversee and review email inquiries.
18. Provide administrative guidance to staff, volunteers, and guests.
19. Participate in required public events.
20. Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Excellent verbal and written communications skills and attention to detail are essential.
2. Ability to consistently demonstrate excellent judgement, organizational skills and professional manner.
3. Strong human relations and public relations skills including the ability to manage and motivate staff and volunteer relations.
4. Ability to maintain discretion in the use of confidential information.
5. Ability to handle multiple projects, set goals and meet deadlines.
6. Advanced knowledge of Microsoft Office software, multiline phone system and office equipment.
7. Possess strong time-management skills.
8. Ability to anticipate needs and be resourceful.

Education and/or Experience

1. Minimum of an associate's degree in business management or related field is required.
2. Minimum of five years' experience as an executive assistant reporting to C-level management.
3. Advanced skills in Microsoft office with ability to become familiar with database programs and software.
4. Notary Public preferred.

Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the Administrative Manager conduct the affairs of the administrative office operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.



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Usual and Customary Expectations

1. Prolonged erect seating, on average four-six hours per day.
2. Ability to read small printed material and handwritten notes.
3. Ability to carry on normal conversations, in person and by phone.
4. Some non-traditional work hours required.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date