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**Office Manager/Executive Assistant  
Position Description and Organizational Background**

**OUR MISSION:**

**BUILDING A BETTER COMMUNITY FOR ALL**

*United Way of Missoula County builds a better community for all, especially in the areas of education, financial stability, and health.*

*We collaborate with diverse community partners to identify important social issues and bring together resources to address them.*

*We give donors a trusted, one-stop way to support critical services for people in need, and we make sure that donated dollars are invested wisely and well.*

**Overview of United Way.** For nearly 90 years, United Way of Missoula County (UWMC) has served as one of the county's leading health and human service organizations.

Our mission is to harness the caring power of community to improve conditions in education, financial stability, and health – the building blocks of a good life. Our United Way serves as a convener, leader, collaborator, champion and/or creator of broad, community-wide initiatives that find, implement, and evaluate solutions to pressing challenges in the areas of education, financial stability and health. In partnership with the business, philanthropic, faith, nonprofit, educational, and medical communities, and the public sector, United Way programs and initiatives are working to decrease childhood obesity, reduce suicide, start children on the path to lifelong learning, improve health equity, end homelessness, and improve outcomes for children 0-5.

United Way of Missoula County raises approximately one million dollars in private sources annually, much of that through payroll-deduction campaigns in local workplaces. Although funds raised in Missoula are granted in Missoula, and we operate with substantial autonomy, UWMC is one of 1,800 community-based affiliates of United Way Worldwide, the nation's largest privately supported nonprofit organization. With collective revenues of \$4 billion+, and a substantive presence in 45 countries, United Way Worldwide sets rigorous membership criteria and aspirational standards of excellence for its local affiliates. United Way Worldwide also provides its members with access to significant funds, training and networking opportunities, and award-winning branded materials and programs. Annually, all United Ways certify

their adherence to high standards and comprehensive requirements in the areas of financial reporting, governance, ethics, diversity, and operations.

At UWMC, we hold ourselves accountable to these criteria and standards through our steadfast commitment to continually measure – in real terms – improvements in education, financial stability, and health. In partnership with diverse partners throughout our community, we continually aspire to excellence as we work to build a better, stronger, healthier Missoula for all.

### **Office Manager/Executive Assistant Position Description**

**Position Status:** The position of Office Manager/Executive Assistant is a “non-exempt” position, meaning that it is subject to overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and Montana Wage and Hour laws, and spelled out in the United Way of Missoula County Employee Handbook.

**Supervision Received:** Works under the supervision of the Director of Operations and in collaboration with other colleagues.

**Position Summary:** Under the supervision of the Director of Operations, serves as office manager and executive assistant to the CEO. Helps advance the organization’s efforts in all program areas, especially campaign support and pledge processing, marketing, e-technology communications, and mass mailings.

**Essential Duties:**

- Serve as principal receptionist, ensuring welcoming atmosphere and providing exceptional office coverage and supporting services.
- Provide callers with referrals to appropriate resources, as needed.
- Maintain adequate inventory of all printed materials, including campaign materials, brochures, pledge forms, etc.; under direction of Director of Development & Marketing.
- Administer donation-acknowledgment process
- Serve as data-base manager and technology resource, ensuring regular system back-ups; maintaining software/hardware inventory and recommending additional hardware/software resources, as needed
- Ensure data migration and integration of gifts into the database, in conjunction with Director of Operations.
- Produce correspondence.
- Develop appropriate materials (promotional and educational), as directed.
- Maintain and develop relationships with vendors.
- Open mail; make bank deposits, consistent with office procedures.
- Know both manual and electronic filing systems and file materials quickly.
- Produce and compile board-orientation and other materials for distribution, as directed.
- Ensure inventory of office equipment, supplies and materials, including supplies needed for meetings.
- Complete development mailings including solicitations, recognitions, and pledge reminders.
- Prepare documents as directed, including producing materials using desktop publishing software.
- Maintain CEO’s calendar; facilitate CEO’s communications; provide administrative support when needed and requested to all staff in performance of their duties.
- Communicate professionally with staff and volunteers, both orally and in writing.
- Maintain a professional relationship with staff and volunteer leadership.
- Assist in contributing to and maintaining a clean work environment.

- Other duties and responsibilities as required and assigned.

**Other:** Seasonally, the Office Manager/Executive Assistant may be required to work overtime.

**Working Relationships:** United Way of Missoula County employees interact regularly with the staff and volunteers of United Way and other organizations; they are expected to maintain a professional appearance and to foster a positive work atmosphere through communication and behaving in a manner that is courteous and respectful at all times to staff, volunteers, donors, et al.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to walk, sit, bend, stoop, use hands to finger, handle or feel objects, papers and related office machines; reach with the hands and arms; talk; and hear. The employee must be able to lift and/or move up to 20 pounds on a regular basis. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Must be able to work extended hours when require or requested by management. Must be capable of regular, reliable, and timely attendance.

**Working Conditions:**

The work environment consists of working primarily indoors, working with and around others. The noise level in the work environment is usually moderate. Employee must possess a valid driver's license and be able to drive regularly within the Missoula area.

**Qualifications and Skills:**

- This individual must be highly motivated, a self-starter and team player, and have the ability to multi-task.
- A four-year degree or equivalent experience.
- Nonprofit work experience preferred.
- Ability to manage data base; familiarity with software applications.
- Timely and accurate data-entry skills and attention to detail.
- Experience providing strong support in the areas of office administration, fundraising, and events.
- Familiarity with word processing, desktop publishing, spreadsheet and database software.
- Website management experience helpful.
- Ability to communicate effectively, both orally and in writing. This requires demonstrating effective written communication skills and the ability to accurately create materials and correspondence.
- Ability to produce high-quality results on deadline in a team atmosphere.

**Compensation:** Mid \$30,000s. Benefits include employer-paid health insurance premium; generous paid leave; eligibility for employer-matched retirement plan after 1 year; paid time off for volunteering.

**To apply:** <https://unitedwaymissoula.submittable.com/submit/41a8b1a2-9c93-493f-9993-e508d400733c/office-manager-executive-assistant>. Position open until filled.