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OFFICE MANAGER (FULL-TIME, EXEMPT) $41,000-$48,000

ORGANIZATION BACKGROUND
Harriet Beecher Stowe (1811-1896) is an enduring model for prompting positive social change. A literary activist who wrote in support of women’s rights, sustainable household economics, and anti-slavery, Stowe used the emotional strength of writing to foster empathy and ignite action. However, her best-selling anti-slavery novel *Uncle Tom’s Cabin* is complicated and controversial. Although the story galvanized public sentiment in support of abolition, over time “Uncle Tom” has become a term for race traitor. At the Stowe Center we lean into the complicated to better understand our present moment because the inequities Stowe wrote about persist. Insight drawn from history (using primary historical documents) to explore contemporary issues is the foundation for the Stowe Center’s programming.

The Harriet Beecher Stowe Center preserves and interprets Stowe’s Hartford home and the Center’s historic collections, promotes vibrant discussion of her life and work, and inspires commitment to social justice and positive change.

Stowe’s 1871 home is a National Historic Landmark and the Stowe Center is accredited by the American Alliance of Museums.

Learn more about the Stowe Center at [https://www.harrietbeecherstowecenter.org](https://www.harrietbeecherstowecenter.org)

The Stowe Center is committed to affirmative action, equal opportunity, and the diversity of its staff. The Harriet Beecher Stowe Center is an equal opportunity employer. Women, members of protected classes, and individuals with disabilities are encouraged to apply.

POSITION DESCRIPTION
As an integral member of the Stowe Center team, the Office Manager handles all office tasks, interfacing with Staff, the Board of Trustees, and supporting the Executive Director. This position manages vendor relationships; interacts with visitors, callers, supporters, Staff, and the Board, extending excellent customer service; conducts routine financial transactions; maintains office supplies and equipment; and organizes and maintains paper and electronic files. The position is full time, exempt, and reports to the Executive Director. The Office Manager is a central internal point of communication and connection for the Center.

RESPONSIBILITIES:

*Administrative Support*

- Maintain office systems that help all function efficiently, including Stowe Center internal calendar and Staff list

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- Receptionist for all visitors to the Day House
- Process mail
- Respond to phone, email, or postal inquiries and/or refer to appropriate staff member
- Purchase office supplies
- Manage IT systems with IT vendor to ensure connectivity and problem-solve as needed
- Maintain operations procedures manuals and keep complete, accurate files

**Finance Administrative Support**

- Basic bookkeeping
- Data analysis and financial reports
- Implement internal controls developed with Executive Director
- Bank deposits including resolving discrepancies or questions

**Human Resources**

- Onboarding and exit process facilitation
- Benefit administration—working with insurance and other vendors
- Retirement plan administration
- Maintaining confidential files and personnel records
- Updating and sharing Staff Contact List

**Fundraising and Development Support**

- Data entry of gifts and management of donor information (currently Altru database)
- Receiving and acknowledging donations
- Process museum memberships and membership renewals; maintain member data

**Board and Committee Support**

- Coordinate communication for Board and committee meetings and activities in coordination with the Executive Director: including scheduling, meeting planning and setup, minutes, refreshments, etc.
- Prepare annual Board and committee meetings calendar
- Create, maintain and distribute Governance Manual, including contact lists
- Prepare monthly board packet and distribute through electronic Board portal
- Take minutes and coordinate getting accepted minutes signed by Board Secretary or Chair
- Coordinate annual signatory resolution and conflict of interest forms

**Other Duties**

- Participate fully in the organization’s events
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- Carry out ad hoc duties, as needed

QUALIFICATIONS

- Experience working in an office environment (3-5 years)
- Computer proficiency in a networked Windows environment; experience in Microsoft
- Experience with QuickBooks online accounting software and proficiency with Excel
- Ability to juggle multiple projects and priorities with frequent interruptions
- Solid knowledge of office protocols, procedures and equipment (phone etiquette, filing, mailings, copier, computers, etc.)
- Excellent interpersonal and communications skills
- Well organized; self-starter; takes initiative; attention to detail; practices confidentiality; possess good judgment and integrity
- Ability to learn quickly; not afraid to ask questions; sense of humor
- Ability to carry on two-way conversations on the phone and in person; ability to lift 40 lb. boxes