



Inheritance of Hope's mission is to inspire hope in young families facing the loss of a parent. Our vision is to serve every person in need of this mission – over 7 million people in families facing this kind of loss, just in the US. We do this by creatively delivering a variety of offerings and relentlessly innovating opportunities for families' benefit. We are a hope-filled community of care for the entire family.

OFFICE MANAGER

- 30-40 hours/week, remote work via online technology, flexible work hours
- Reports to Resources Director
- Leads a team of contract workers and volunteers
- Weekly Zoom meetings with Business Management Unit
- Quarterly onsite work at Atlanta warehouse

Expectations:

- Advance Inheritance of Hope's mission, vision, culture, and brand throughout Business Management Unit
- Lead effective functioning of bookkeeping, supplies, and mail for the full organization
- With entrepreneurial zest lead innovation, efficiency gains, and scalability in bookkeeping, supplies, and mail for the full organization
- Lead, manage, and hold accountable direct reports and volunteers in this unit to support ambitiously increasing quality and quantity of loH experiences, with at least break-even cash flow
 - Currently contract worker teams for warehouse operations including mail, inventory, and shipping fulfillment
 - Currently contract workers and firms handling bookkeeping, donation data entry, tax solicitation licenses, tax filings, audit, and payroll
- Handle tedious details meticulously and timely while proactively creating long-term growth
- Handle loH finances, information, and materials with exemplary professionalism, confidentiality, and integrity
- Identify, diagnose, and solve issues
- Key metrics:
 - Decreasing costs, time, steps, and/or people needed to complete tasks and processes
 - Increasing ROI for loH funds, systems, and personnel time

Compensation:

- Competitive compensation with HRA, IRA, and paid time off benefits per organizational policy